

**LEASE NO. GS-06P-LMO00187**Global Lease  
GSA FORM L100 (10/2018)

This Lease is made and entered into between

**HPI/GSA-3C, LLC**

(Lessor), whose principal place of business is 101 N Tryon St, Suite 112, Charlotte, NC 28246-0104, and whose interest in the Property described herein is that of Fee Owner, and

The United States of America

(Government), acting by and through the designated representative of the General Services Administration (GSA), upon the terms and conditions set forth herein.

Witnesseth: The parties hereto, for the consideration hereinafter mentioned, covenant and agree as follows:

Lessor hereby leases to the Government the Premises described herein, being all or a portion of the Property located at

**6501 Beacon Drive, Kansas City, MO 64133-4675**

and more fully described in Section 1 and Exhibit A, together with rights to the use of parking and other areas as set forth herein, to be used for such purposes as determined by GSA.

**LEASE TERM****20 Years, 15 Years Firm, with one 5 Year Option**

subject to termination and renewal rights as may be hereinafter set forth. The commencement date of this Lease, along with any applicable termination and renewal rights, shall be more specifically set forth in a Lease Amendment upon substantial completion and acceptance of the Space by the Government.

In Witness Whereof, the parties to this Lease evidence their agreement to all terms and conditions set forth herein by their signatures below, to be effective as of the date of delivery of the fully executed Lease to the Lessor.

**FOR THE LESSOR:**

(b) (6)

Title: Member-Manager

Entity Name: HPI/GSA-3C, LLC

Date: 12/3/2020

**FOR THE LESSOR:**

(b) (6)

Title: Member-Manager

Entity Name: HPI/GSA-3C, LLC

Date: 12/2/2020

**WITNESSED FOR THE LESSOR BY:**

(b) (6)

Title: Controller

Date: 12/3/2020

**FOR THE GOVERNMENT:**

(b) (6)

Title: Lease Contracting Officer

General Services Administration, Public Buildings Service

Date: 12/4/2020

The information collection requirements contained in this Solicitation/Contract, that are not required by the regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

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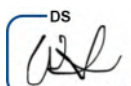

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## SECTION 1 THE PREMISES, RENT, AND OTHER TERMS

### 1.01 THE PREMISES (OCT 2016) MODIFIED

The Premises are described as follows:

- A. Office and Related Space: **285,431** rentable square feet (RSF), yielding **260,762** ANSI/BOMA Office Area (ABOA) square feet (SF) of office and related Space located on Levels G through 5, of the Building, as depicted on the floor plan(s) attached hereto as Exhibit **A**.
- B. Common Area Factor: The Common Area Factor (CAF), defined under Section 2 of the Lease, is established as **1.094603508**. This factor, shall be used for purposes of rental adjustments in accordance with the Payment Clause of the General Clauses.
- C. INTENTIONALLY DELETED

### 1.02 EXPRESS APPURTENANT RIGHTS (SEP 2013) MODIFIED

The Government shall have the non-exclusive right to the use of Appurtenant Areas, and shall have the right to post Rules and Regulations Governing Conduct on Federal Property, Title 41, CFR, Part 102-74, Subpart C within such areas. The Government will coordinate with Lessor to ensure signage is consistent with Lessor's standards. Appurtenant to the Premises and included in the Lease are rights to use the following:

- A. Parking: **20** surface/outside parking spaces **shall be** reserved for Official Government Vehicles and are included as a component of the rental consideration. In addition the Lessor shall provide **1,300** surface parking spaces as depicted on the Parking Plan attached hereto as Exhibit **B**.
- B. Antennas, Satellite Dishes, and Related Transmission Devices: (1) Space located on the roof of the Building sufficient in size for the installation and placement of telecommunications equipment, (2) the right to access the roof of the Building, and (3) use of all Building areas (e.g., chases, plenums, etc.) necessary for the use, operation, and maintenance of such telecommunications equipment at all times during the term of this Lease.

### 1.03 RENT AND OTHER CONSIDERATION (OCT 2017)

- A. The Government shall pay the Lessor annual rent, payable in monthly installments in arrears, at the following rates:

	FIRM TERM	NON-FIRM TERM
	ANNUAL RENT	ANNUAL RENT
SHELL RENT	\$ 4,037,883.72	\$ 5,208,181.71
OPERATING COSTS	\$(b) (4)	\$(b) (4)
TENANT IMPROVEMENTS RENT <sup>1</sup>	\$ 1,103,631.32	\$ 0.00
BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC) <sup>2</sup>	\$(b) (4)	\$(b) (4)
<b>TOTAL ANNUAL RENT</b>	<b>\$ 7,421,206.00</b>	<b>\$ 7,421,206.00</b>

<sup>1</sup>Tenant Improvements of **\$16,554,469.84** are amortized at a rate of **0** percent per annum over **15** years.

<sup>2</sup>Building Specific Amortized Capital (BSAC) of **\$(b) (4)** are amortized at a rate of **0** percent per annum over **15** years.

- B. INTENTIONALLY DELETED
- C. INTENTIONALLY DELETED
- D. INTENTIONALLY DELETED
- E. Rent is subject to adjustment based upon a mutual on-site measurement of the Space upon acceptance, not to exceed **260,762** ABOA SF based upon the methodology outlined under the "Payment" clause of GSA Form 3517.
- F. Rent is subject to adjustment based upon the final Tenant Improvement (TI) cost to be amortized in the rental rate, as agreed upon by the parties subsequent to the Lease Award Date.
- G. Rent is subject to adjustment based on the final Building Specific Amortized Capital (BSAC) cost to be amortized in the rental rate, as agreed upon by the parties subsequent to the Lease Award Date.

- H. If the Government occupies the Premises for less than a full calendar month, then rent shall be prorated based on the actual number of days of occupancy for that month.
- I. Rent shall be paid to Lessor by electronic funds transfer in accordance with the provisions of the General Clauses. Rent shall be payable to the Payee designated by the Lessor in the System for Award Management (SAM). If the payee is different from the Lessor, both payee and Lessor must be registered and active in SAM.
- J. Lessor shall provide to the Government, in exchange for the payment of rental and other specified consideration, the following:
1. The leasehold interest in the Property described herein in the paragraph entitled "The Premises."
  2. All costs, expenses and fees to perform the work required for acceptance of the Premises in accordance with this Lease, including all costs for labor, materials, and equipment, professional fees, contractor fees, attorney fees, permit fees, inspection fees, and similar such fees, and all related expenses.
  3. Performance or satisfaction of all other obligations set forth in this Lease; and all services, utilities, and maintenance required for the proper operation of the Property, the Building, and the Premises in accordance with the terms of the Lease, including, but not limited to, all inspections, modifications, repairs, replacements, and improvements required to be made thereto to meet the requirements of this Lease.

#### 1.04 BROKER COMMISSION AND COMMISSION CREDIT (OCT 2016)

- A. **DTZ Americas, Inc. (doing business as Cushman and Wakefield, U.S., Inc.)** (Broker) is the authorized real estate Broker representing GSA in connection with this Lease transaction. The total amount of the Commission is \$(b) (4) and is earned upon Lease execution, payable according to the Commission Agreement signed between the Lessor and Broker. Only (b) (4) of the Commission will be payable to **DTZ Americas, Inc. (doing business as Cushman and Wakefield, U.S., Inc.)** with the remaining \$(b) (4) which is the Commission Credit, to be credited to the shell rental portion of the annual rental payments due and owing to fully recapture this Commission Credit. The reduction in shell rent shall commence with the first month of the rental payments and continue until the credit has been fully recaptured in equal monthly installments over the shortest time practicable.
- B. Notwithstanding the "Rent and Other Consideration" paragraph of this Lease, the shell rental payments due and owing under this Lease shall be reduced to recapture fully this Commission Credit. The reduction in shell rent shall commence with the first month of the rental payments and continue as indicated in this schedule for adjusted Monthly Rent:

Month **1st** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **1st** Month's Rent.\*

Month **2nd** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **2nd** Month's Rent.\*

Month **3rd** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **3rd** Month's Rent.\*

Month **4th** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **4th** Month's Rent.\*

Month **5th** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **5th** Month's Rent.\*

Month **6th** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **6th** Month's Rent.\*

Month **7th** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **7th** Month's Rent.\*

Month **8th** Rental Payment **\$618,433.83** minus prorated Commission Credit of (b) (4) adjusted **8th** Month's Rent.\*

\* Subject to change based on adjustments outlined under the paragraph "Rent and Other Consideration."

#### 1.05 TERMINATION RIGHTS (OCT 2016) MODIFIED

- A. The Government may terminate this Lease, in whole or in parts, at any time effective after the Firm Term of this Lease, by providing not less than **90** days' prior written notice to the Lessor. The effective date of the termination shall be the day following the expiration of the required notice period or the termination date set forth in the notice, whichever is later. No rental shall accrue after the effective date of termination.
- B. Any portion of the leased premises terminated by the Government during the initial term of the lease shall no longer be subject to the Lease Renewal provision in Lease Paragraph 1.06 RENEWAL RIGHTS (OCT 2018) MODIFIED.

**1.06 RENEWAL RIGHTS (OCT 2018) MODIFIED**

- A. This Option Term(s) is subject to an approved Prospectus issued in accordance with 40 USC § 3307.
- B. This Lease may be renewed at the option of the Government for a term of **5 YEARS** at the following rental rate(s):

	OPTION TERM, YEARS 21 - 25	
	ANNUAL RENT	ANNUAL RATE / RSF
SHELL RENTAL RATE	(b) (4)	
OPERATING COSTS	OPERATING COST BASE SHALL CONTINUE FROM THE EFFECTIVE YEAR OF THE LEASE. OPTION TERM IS SUBJECT TO CONTINUING ANNUAL ADJUSTMENTS.	

provided notice is given to the Lessor at least **90** days before the end of the original Lease term or any extension thereof; all other terms and conditions of this Lease, as same may have been amended, shall remain in full force and effect during any renewal term.

- C. INTENTIONALLY DELETED

**1.07 DOCUMENTS INCORPORATED IN THE LEASE (OCT 2018)**

The following documents are attached to and made part of the Lease:

DOCUMENT NAME	NO. OF PAGES	EXHIBIT
FLOOR PLANS	3	A
PARKING PLAN	1	B
AMENITIES PLAN	1	C
(b) (4) SCOPE OF WORK	1	D
PROGRAM OF REQUIREMENTS, PAGES 90-93 DATED NOVEMBER 11, 2018 (REV RLP AMEND #1 & 4)	4	E
AMENDMENT #1 TO PROGRAM OF REQUIREMENTS (REV. RLP AMEND #1)	1	F
(b) (4) SPACE AND DESIGN GUIDE	176	G
DM 3510-001 – PHYSICAL SECURITY STANDARDS FOR INFORMATION TECHNOLOGY (IT) RESTRICTED SPACE	9	H
DR 3901-001 – SPACE STANDARDS FOR INTERNATIONAL TECHNOLOGY SERVICES PERSONNEL AND AUTOMATED DATA PROCESSING ROOMS AT CUSTOMER LOCATIONS	8	I
DR 3902-001 – SERVICE CENTER TECHNOLOGY MODERNIZATION PROJECT (SCTMP) WIRING/CABLING SPECIFICATION FOR SERVICE CENTER AGENCIES' (SCA) COMPUTER ROOM	10	J
ISC 705-1 – PHYSICAL AND TECHNICAL SECURITY STANDARDS FOR SENSITIVE COMPARTMENTED INFORMATION FACILITIES	9	K
SECURITY REQUIREMENTS FOR LEVEL IV	16	L
DOL WAGE DETERMINATION FOR JACKSON COUNTY, MISSOURI (DATED 10/16/2020)	6	M
GSA FORM 3517B GENERAL CLAUSES (REV 10/20)	17	
FOREIGN OWNERSHIP AND FINANCING REPRESENTATION	1	

**1.08 TENANT IMPROVEMENT RENTAL ADJUSTMENT (OCT 2016)**

- A. The Tenant Improvement Allowance (TIA) for purposes of this Lease is **\$63.4849780** per ABOA SF. The TIA is the amount that the Lessor shall make available for the Government to be used for TIs. This amount is amortized in the rent over the Firm Term of this Lease at an annual interest rate of **0** percent.
- B. The Government, at its sole discretion, shall make all decisions as to the use of the TIA. The Government may use all or part of the TIA. The Government may return to the Lessor any unused portion of the TIA in exchange for a decrease in rent according to the agreed-upon amortization rate over the Firm Term.
- C. The Government may elect to make lump sum payments for any or all work covered by the TIA. That part of the TIA amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion,

may elect to pay lump sum for any part or all of the remaining unpaid amortized balance of the TIA. If the Government elects to make a lump sum payment for the TIA after occupancy, the payment of the TIA by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.

D. If it is anticipated that the Government will spend more than the identified TIA, the Government may elect to:

1. Reduce the TI requirements;
2. Pay lump sum for the overage upon substantial completion in accordance with the "Acceptance of Space and Certificate of Occupancy" paragraph;
3. Negotiate an increase in the rent.

#### 1.09 TENANT IMPROVEMENT FEE SCHEDULE (JUN 2012)

For pricing TI costs, the following rates shall apply for the initial build-out of the Space.

	INITIAL BUILD-OUT
ARCHITECT/ENGINEER FEES ( \$ PER ABOA SF OR % OF TI CONSTRUCTION COSTS)	7%
LESSOR'S PROJECT MANAGEMENT FEE (% OF TI CONSTRUCTION COSTS)	5%

#### 1.10 BUILDING SPECIFIC AMORTIZED CAPITAL (SEP 2012)

For purposes of this Lease, the Building Specific Amortized Capital (BSAC) is (b) (4) The Lessor will make the total BSAC amount available to the Government, which will use the funds for security related improvements. This amount is amortized in the rent over the Firm Term of this lease at an annual interest rate of 0 percent.

#### 1.11 BUILDING SPECIFIC AMORTIZED CAPITAL RENTAL ADJUSTMENT (SEP 2013)

- A. The Government, at its sole discretion, shall make all decisions about the use of the Building Specific Amortized Capital (BSAC). The Government may use all or part of the BSAC. The Government may return to the Lessor any unused portion of the BSAC in exchange for a decrease in rent (where applicable) according to the agreed-upon amortization rate over the Firm Term.
- B. The Government may elect to make lump-sum payments for any work covered by the BSAC. The part of the BSAC amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion, may elect to pay a lump sum for any part or all of the remaining unpaid amortized balance of the BSAC. If the Government elects to make a lump-sum payment for the BSAC after occupancy, the payment of the BSAC by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.
- C. If it is anticipated that the Government will spend more than the BSAC identified above, the Government may elect to:
1. Reduce the security countermeasure requirements;
  2. Pay a lump sum for the amount overage upon substantial completion in accordance with the "Acceptance of Space and Certificate of Occupancy" paragraph; or
  3. Negotiate an increase in the rent.

#### 1.12 PERCENTAGE OF OCCUPANCY FOR TAX ADJUSTMENT (OCT 2018)

- A. As of the Lease Award Date, the Government's Percentage of Occupancy, as defined in the "Real Estate Tax Adjustment" paragraph of this Lease is **87.057477925** percent. The Percentage of Occupancy is derived by dividing the total Government Space of **285,431** RSF by the total Building space of **327,865** RSF. The tax parcel number is **46-140-09-07-00-0-00-000**.
- B. All relevant tax adjustment documentation (e.g., copies of paid tax receipts, invoices) must be submitted online via the GSA Real Estate Tax Portal at [RET.GSA.GOV](https://ret.gsa.gov).

#### 1.13 INTENTIONALLY DELETED

#### 1.14 OPERATING COST BASE (OCT 2016)

The parties agree, for the purpose of applying the paragraph titled "Operating Costs Adjustment," that the Lessor's base rate for operating costs shall be (b) (4) per RSF.

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[Signature]

DS  
[Signature]

**1.15 RATE FOR ADJUSTMENT FOR VACANT LEASED PREMISES (SEP 2013)**

In accordance with the paragraph entitled "Adjustment for Vacant Premises," if the Government fails to occupy or vacates the entire or any portion of the Premises prior to expiration of the term of the Lease, the operating costs paid by the Government as part of the rent shall be reduced by \$1.25 per ABOA SF of Space vacated by the Government.

**1.16 HOURLY OVERTIME HVAC RATES (OCT 2016)**

A. The following rates shall apply in the application of the paragraph titled "Overtime HVAC Usage:"

- \$50.00 per hour per floor

B. INTENTIONALLY DELETED

**1.17 INTENTIONALLY DELETED****1.18 SERVICE AND MAINTENANCE OF THE BACK-UP EMERGENCY POWER GENERATOR (REIMBURSABLE) (OCT 2018)**

- A. The Lessor shall be responsible for installing, servicing, maintaining, and testing the emergency power generator in accordance with applicable codes, regulations, and National Fire Protection Association (NFPA) 110, Standard for Emergency and Standby Power Systems.
- B. The annual service and maintenance cost shall be **\$10,399.84** (escalated annually per Section 2.09 OPERATING COSTS ADJUSTMENT) and shall be reimbursed separately from the rent.
- C. The Government shall pay for fuel.
- D. Annual billing shall be sent to:

GSA South Kansas City Field Office  
2312 E. Bannister Rd.  
Kansas City, MO 64131

**1.19 BUILDING IMPROVEMENTS (MAR 2016)**

Before the Government accepts the Space, the Lessor shall complete the following additional Building improvements:

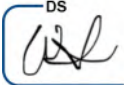

- A. Drawings evidencing that the loading dock is designed for 250 pound loading.
- B. Completion of Lease Section 7.08 - Food Service.
- C. Completion of Lease Section 7.09 - Fitness Center.
- D. Energy conservation improvements as follows:
1. Replace existing interior and exterior lights with LED fixtures.
  2. Upgrade plumbing fixtures to water efficient fixtures.
  3. When the HVAC system needs to be replaced or upgraded, energy efficient equipment will be selected as replacements.
  4. Upgrade building controls to provide energy efficiency.
- E. The following items will be modernized in the building for up to a 25-year term:
1. Sidewalks, ramps, and drives
  2. Metal railings
  3. Entrances renovation
  4. Curtain wall repairs
  5. Replace roof
  6. Roof patch
  7. Sheet metal flashings
  8. Mirrors
  9. Directory signs
  10. Countertops
  11. Signs
  12. Bathroom stalls
  13. Toilet accessories
  14. Acoustic ceilings
  15. Tile – restrooms and lobby
  16. Carpeting
  17. Drywall & paint
  18. Cabs and cables
  19. Commercial plumbing fixtures
  20. HVAC roof top equipment
  21. Metal ductwork
  22. HVAC controls

23. Exit lighting
24. Interior lighting
25. Site lighting
26. Occupation sensors & lighting controls
27. Fire alarm update
28. Building commissioning
29. Traffic signage
30. Additional parking in meeting Section 1.02 EXPRESS APPURTENANT RIGHTS (SEP 2013) MODIFIED, Subparagraph A.

**1.20 INTENTIONALLY DELETED**

**1.21 LESSOR'S DUNS NUMBER (OCT 2017)**

Lessor's Dun & Bradstreet DUNS Number: (b) (4)

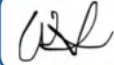
LESSOR:    
MV

## SECTION 2 GENERAL TERMS, CONDITIONS, AND STANDARDS

### 2.01 DEFINITIONS AND GENERAL TERMS (OCT 2016)

Unless otherwise specifically noted, all terms and conditions set forth in this Lease shall be interpreted by reference to the following definitions, standards, and formulas:

- A. Appurtenant Areas. Appurtenant Areas are defined as those areas and facilities on the Property that are not located within the Premises, but for which rights are expressly granted under this Lease, or for which rights to use are reasonably necessary or reasonably anticipated with respect to the Government's enjoyment of the Premises and express appurtenant rights.
- B. Broker. If GSA awarded this Lease using a contract real estate broker, Broker shall refer to GSA's broker.
- C. Building. Building(s) situated on the Property in which the Premises are located.
- D. Commission Credit. If GSA awarded this Lease using a Broker, and the Broker agreed to forego a percentage of its commission to which it is entitled in connection with the award of this Lease, the amount of this credit is referred to as the "Commission Credit."
- E. Common Area Factor. The "Common Area Factor" (CAF) is a conversion factor determined by the Building owner and applied by the owner to the ABOA SF to determine the RSF for the leased Space. The CAF is expressed as a percentage of the difference between the amount of rentable SF and ABOA SF, divided by the ABOA SF. For example 11,500 RSF and 10,000 ABOA SF will have a CAF of 15% [(11,500 RSF - 10,000 ABOA SF)/10,000 ABOA SF]. For the purposes of this Lease, the CAF shall be determined in accordance with the applicable ANSI/BOMA standard for the type of space to which the CAF shall apply.
- F. Contract. "Contract" shall mean this Lease.
- G. Contractor. "Contractor" shall mean Lessor.
- H. Days. All references to "day" or "days" in this Lease shall mean calendar days, unless specified otherwise.
- I. FAR. All references to the FAR shall be understood to mean the Federal Acquisition Regulation, codified at 48 CFR Chapter 1.
- J. Firm Term/Non-Firm Term. The Firm Term is that part of the Lease term that is not subject to termination rights. The Non-Firm Term is that part of the Lease term following the end of the Firm Term.
- K. GSAR. All references to the GSAR shall be understood to mean the GSA supplement to the FAR, codified at 48 CFR Chapter 5.
- L. Lease Term Commencement Date. The date on which the lease term commences.
- M. Lease Award Date. The date the LCO executes the Lease and mails or otherwise furnishes written notification of the executed Lease to the successful Offeror (date on which the parties' obligations under the Lease begin).
- N. Premises. The Premises are defined as the total Office Area or other type of Space, together with all associated common areas, described in Section 1 of this Lease, and delineated by plan in the attached exhibit. Parking and other areas to which the Government has rights under this Lease are not included in the Premises.
- O. Property. Defined as the land and Buildings in which the Premises are located, including all Appurtenant Areas (e.g., parking areas) to which the Government is granted rights.
- P. Rentable Space or Rentable Square Feet (RSF). Rentable Space is the area for which a tenant is charged rent. It is determined by the Building owner and may vary by city or by building within the same city. The Rentable Space may include a share of Building support/common areas such as elevator lobbies, Building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises:  $ABOA\ SF\ of\ Space \times (1 + CAF) = RSF$ .
- Q. Space. The Space shall refer to that part of the Premises to which the Government has exclusive use, such as Office Area, or other type of Space. Parking areas to which the Government has rights under this Lease are not included in the Space.
- R. Office Area. For the purposes of this Lease, Space shall be measured in accordance with the standard (Z65.1-1996) provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for Office Area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed." References to ABOA mean ANSI/BOMA Office Area.
- S. Working Days. Working Days shall mean weekdays, excluding Saturdays and Sundays and Federal holidays.

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**2.02 AUTHORIZED REPRESENTATIVES (OCT 2016)**

Signatories to this Lease shall have full authority to bind their respective principals with regard to all matters relating to this Lease. No other persons shall be understood to have any authority to bind their respective principals, except to the extent that such authority may be explicitly delegated by notice to the other party, or to the extent that such authority is transferred by succession of interest. The Government shall have the right to substitute its Lease Contracting Officer (LCO) by notice, without an express delegation by the prior LCO.

**2.03 ALTERATIONS REQUESTED BY THE GOVERNMENT (OCT 2018)**

- A. The Government may request the Lessor to provide alterations during the term of the Lease. Alterations will be ordered by issuance of a Lease Amendment, GSA Form 300, Order for Supplies or Services, or a tenant agency-approved form when specifically authorized to do so by the LCO. The General Services Administration Acquisition Manual ("GSAM") clause, 552.270-31, Prompt Payment, including its invoice requirements, shall apply to orders for alterations. All orders are subject to the terms and conditions of this Lease and may be placed by the LCO or a warranted contracting officer's representative (COR) in GSA or the tenant agency when specifically authorized to do so by the LCO, subject to the threshold limitation below.
- B. Orders for alterations issued by an authorized COR are limited to no more than \$250,000 (LCOs are not subject to this threshold). This threshold will change according to future adjustments of the simplified acquisition threshold (see FAR 2.101). The LCO will provide the Lessor with a list of tenant agency officials authorized to place orders and will specify any limitations on the authority delegated to tenant agency officials. The tenant agency officials are not authorized to deal with the Lessor on any other matters.
- C. Payments for alterations ordered by the tenant agency under the authorization described in sub-paragraph B will be made directly by the tenant agency placing the order.

**2.04 WAIVER OF RESTORATION (OCT 2018)**

Lessor shall have no right to require the Government to restore the Premises upon expiration or earlier termination (full or partial) of the Lease, and waives all claims against the Government for waste, damages, or restoration arising from or related to (a) the Government's normal and customary use of the Premises during the term of the Lease (including any extensions thereof), as well as (b) any initial or subsequent alteration to the Premises regardless of whether such alterations are performed by the Lessor or by the Government. At its sole option, the Government may abandon property in the Space following expiration or earlier termination (full or partial) of the Lease, in which case the property will become the property of the Lessor and the Government will be relieved of any liability in connection therewith.

**2.05 PAYMENT OF BROKER (JUL 2011)**

If GSA awarded the Lease through its Broker, the Lessor shall pay GSA's Broker its portion of the commission one half upon Lease award and the remaining half upon acceptance of the Space. "Its portion of the commission" means the agreed-upon commission to GSA's Broker minus the Commission Credit specified in the Lease or Lease Amendment.

**2.06 CHANGE OF OWNERSHIP (OCT 2018)**

- A. If during the term of the Lease, title to the Property is transferred, the Lease is assigned, or the Lessor changes its legal name, the Lessor and its successor shall comply with the requirements of FAR Subpart 42.12. If title is transferred, the Lessor shall notify the Government within five days of the transfer of title.
- B. The Government and the Lessor may execute a Change of Name Agreement if the Lessor is changing only its legal name, and the Government's and the Lessor's respective rights and obligations remain unaffected. A sample form is found at FAR 42.1205.
- C. If title to the Property is transferred, or the Lease is assigned, the Government, the original Lessor (Transferor), and the new owner or assignee (Transferee) shall execute a Novation Agreement providing for the transfer of Transferor's rights and obligations under the Lease to the Transferee. When executed on behalf of the Government, a Novation Agreement will be made part of the Lease via Lease Amendment.
- D. In addition to all documents required by FAR 42.1204, the LCO may request additional information (e.g., copy of the deed, bill of sale, certificate of merger, contract, court decree, articles of incorporation, operation agreement, partnership certificate of good standing, etc.) from the Transferor or Transferee to verify the parties' representations regarding the transfer, and to determine whether the transfer of the Lease is in the Government's interest.
- E. If the LCO determines that recognizing the Transferee as the Lessor will not be in the Government's interest, the Transferor shall remain fully liable to the Government for the Transferee's performance of obligations under the Lease, notwithstanding the transfer. Under no condition shall the Government be obligated to release the Transferor of obligations prior to (a) the rent commencement date; and (b) any amounts due and owing to the Government under the Lease have been paid in full or completely set off against the rental payments due under the Lease.

- F. As a condition for being recognized as the Lessor and entitlement to receiving rent, the Transferee must register in the System for Award Management (SAM) for purposes of "All Awards" (See FAR 52.232-33), and complete all required representations and certifications within SAM. In addition, the Transferee must also complete a Foreign Ownership and Financing Representation.
- G. If title to the Property is transferred, or the Lease is assigned, rent shall continue to be paid to the original Lessor, subject to the Government's rights as provided for in this Lease. The Government's obligation to pay rent to the Transferee shall not commence until the Government has received all information reasonably required by the LCO under sub-paragraph D, the Government has determined that recognizing the Transferee as the Lessor is in the Government's interest (which determination will be prompt and not unreasonably withheld), and the Transferee has met all conditions specified in sub-paragraph F.

## 2.07 REAL ESTATE TAX ADJUSTMENT (JUN 2012)

- A. Purpose: This paragraph provides for adjustment in the rent (tax adjustment) to account for increases or decreases in Real Estate Taxes for the Property after the establishment of the Real Estate Tax Base, as those terms are defined herein. Tax adjustments shall be calculated in accordance with this paragraph.

- B. Definitions: The following definitions apply to the use of the terms within this paragraph:

Property is defined as the land and Buildings in which the Premises are located, including all Appurtenant Areas (e.g., parking areas to which the Government is granted rights).

Real Estate Taxes are those taxes that are levied upon the owners of real property by a Taxing Authority (as hereinafter defined) of a state or local Government on an ad valorem basis to raise general revenue for funding the provision of government services. The term excludes, without limitation, special assessments for specific purposes, assessments for business improvement districts, and/or community development assessments.

Taxing Authority is a state, commonwealth, territory, county, city, parish, or political subdivision thereof, authorized by law to levy, assess, and collect Real Estate Taxes.

Tax Year refers to the 12-month period adopted by a Taxing Authority as its fiscal year for assessing Real Estate Taxes on an annual basis.

Tax Abatement is an authorized reduction in the Lessor's liability for Real Estate Taxes below that determined by applying the generally applicable real estate tax rate to the Fully Assessed (as hereinafter defined) valuation of the Property.

Unadjusted Real Estate Taxes are the full amount of Real Estate Taxes that would be assessed for the Property for one full Tax Year without regard to the Lessor's entitlement to any Tax Abatements (except if such Tax Abatement came into effect after the date of award of the Lease), and not including any late charges, interest or penalties. If a Tax Abatement comes into effect after the date of award of the Lease, "unadjusted Real Estate Taxes" are the full amount of Real Estate Taxes assessed for the Property for one full Tax Year, less the amount of such Tax Abatement, and not including any late charges, interest, or penalties.

Real Estate Tax Base is the unadjusted Real Estate Taxes for the first full Tax Year following the commencement of the Lease term. If the Real Estate Taxes for that Tax Year are not based upon a Full Assessment of the Property, then the Real Estate Tax Base shall be the Unadjusted Real Estate Taxes for the first full Tax Year for which the Real Estate Taxes are based upon a Full Assessment. Such first full Tax Year may be hereinafter referred to as the Tax Base Year. Alternatively, the Real Estate Tax Base may be an amount negotiated by the parties that reflects an agreed upon base for a Fully Assessed value of the Property.

The Property is deemed to be Fully Assessed (and Real Estate Taxes are deemed to be based on a Full Assessment) only when a Taxing Authority has, for the purpose of determining the Lessor's liability for Real Estate Taxes, determined a value for the Property taking into account the value of all improvements contemplated for the Property pursuant to the Lease, and issued to the Lessor a tax bill or other notice of levy wherein the Real Estate Taxes for the full Tax Year are based upon such Full Assessment. At no time prior to the issuance of such a bill or notice shall the Property be deemed Fully Assessed.

Percentage of Occupancy refers to that portion of the Property exclusively occupied or used by the Government pursuant to the Lease. For Buildings, the Percentage of Occupancy is determined by calculating the ratio of the RSF occupied by the Government pursuant to the Lease to the total RSF in the Building or Buildings so occupied, and shall not take into account the Government's ancillary rights including, but not limited to, parking or roof space for antennas (unless facilities for such ancillary rights are separately assessed). This percentage shall be subject to adjustment to take into account increases or decreases for Space leased by the Government or for rentable space on the Property.

- C. Adjustment for changes in Real Estate Taxes. After the Property is Fully Assessed, the Government shall pay its share of any increases and shall receive its share of any decreases in the Real Estate Taxes for the Property, such share of increases or decreases to be referred to herein as "tax adjustment." The amount of the tax adjustment shall be determined by multiplying the Government's Percentage of Occupancy by the difference between the current year Unadjusted Real Estate Taxes and the Real Estate Tax Base, less the portion of such difference not paid due to a Tax Abatement (except if a Tax Abatement comes into effect after the date of award of the Lease). If a Tax Abatement comes into effect after the date of award of the Lease, the amount of the tax adjustment shall be determined by multiplying the Government's Percentage of Occupancy by the difference between the current year Unadjusted Real Estate Taxes and the Real Estate Tax Base. The Government shall pay the tax adjustment in a single annual lump sum payment to the Lessor. In the event that this tax adjustment results in a credit owed to the Government, the Government may elect to receive payment in the form of a rental credit or lump sum payment.

If the Property contains more than one separately assessed parcel, then more than one tax adjustment shall be determined based upon the Percentage of Occupancy, Real Estate Tax Base, and Real Estate Taxes for each respective parcel.

After commencement of the Lease term, the Lessor shall provide to the LCO copies of all real estate tax bills for the Property, all documentation of Tax Abatements, credits, or refunds, if any, and all notices which may affect the assessed valuation of the Property, for the Tax Year prior to the commencement of the Lease Term, and all such documentation for every year following. Lessor acknowledges that the LCO shall rely on the completeness and accuracy of these submissions in order to establish the Real Estate Tax Base and to determine tax adjustments. The LCO may memorialize the establishment of the Real Estate Tax Base by issuing a unilateral administrative lease amendment indicating the base year, the amount of the Real Estate Tax Base, and the Government's Percentage of Occupancy.

The Real Estate Tax Base is subject to adjustment when increases or decreases to Real Estate Taxes in any Tax Year are attributable to (a) improvements or renovations to the Property not required by this Lease, or (b) changes in net operating income for the Property not derived from this Lease. If either condition results in a change to the Real Estate Taxes, the LCO may re-establish the Real Estate Tax Base as the Unadjusted Real Estate Taxes for the Tax Year the Property is reassessed under such condition, less the amount by which the Unadjusted Real Estate Taxes for the Tax Year prior to reassessment exceeds the prior Real Estate Tax Base.

If this Lease includes any options to renew the term of the Lease, or be otherwise extended, the Real Estate Tax Base for determining tax adjustments during the renewal term or extension shall be the last Real Estate Tax Base established during the base term of the Lease.

If any Real Estate Taxes for the Property are retroactively reduced by a Taxing Authority during the term of the Lease, the Government shall be entitled to a proportional share of any tax refunds to which the Lessor is entitled, calculated in accordance with this Paragraph. Lessor acknowledges that it has an affirmative duty to disclose to the Government any decreases in the Real Estate Taxes paid for the Property during the term of the Lease. Lessor shall annually provide to the LCO all relevant tax records for determining whether a tax adjustment is due, irrespective of whether it seeks an adjustment in any Tax Year.

If the Lease terminates before the end of a Tax Year, or if rent has been suspended, payment for the real estate tax increase due because of this section for the Tax Year will be prorated based on the number of days that the Lease and the rent were in effect. Any credit due the Government after the expiration or earlier termination of the Lease shall be made by a lump sum payment to the Government or as a rental credit to any succeeding Lease, as determined in the LCO's sole discretion. Lessor shall remit any lump sum payment to the Government within 15 calendar days of payment or credit by the Taxing Authority to Lessor or Lessor's designee. If the credit due to the Government is not paid by the due date, interest shall accrue on the late payment at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978, as amended (41 USC § 611), that is in effect on the day after the due date. The interest penalty shall accrue daily on the amount of the credit and shall be compounded in 30-day increments inclusive from the first day after the due date through the payment date. The Government shall have the right to pursue the outstanding balance of any tax credit using all such collection methods as are available to the United States to collect debts. Such collection rights shall survive the expiration of this Lease.

In order to obtain a tax adjustment, the Lessor shall furnish the LCO with copies of all paid tax receipts, or other similar evidence of payment acceptable to the LCO, and a proper invoice (as described in GSA Form 3517, General Clauses, 552.270-31, Prompt Payment) for the requested tax adjustment, including the calculation thereof. All such documents must be received by the LCO within 60 calendar days after the last date the real estate tax payment is due from the Lessor to the Taxing Authority without payment of penalty or interest. FAILURE TO SUBMIT THE PROPER INVOICE AND EVIDENCE OF PAYMENT WITHIN SUCH TIME FRAME SHALL CONSTITUTE A WAIVER OF THE LESSOR'S RIGHT TO RECEIVE A TAX ADJUSTMENT PURSUANT TO THIS PARAGRAPH FOR THE TAX YEAR AFFECTED.

**Tax Appeals.** If the Government occupies more than 50 percent of the Building by virtue of this and any other Government Lease(s), the Government may, upon reasonable notice, direct the Lessor to initiate a tax appeal, or the Government may elect to contest the assessed valuation on its own behalf or jointly on behalf of the Government and the Lessor. If the Government elects to contest the assessed valuation on its own behalf or on behalf of the Government and the Lessor, the Lessor shall cooperate fully with this effort, including, without limitation, furnishing to the Government information necessary to contest the assessed valuation in accordance with the filing requirements of the Taxing Authority, executing documents, providing documentary and testimonial evidence, and verifying the accuracy and completeness of records. If the Lessor initiates an appeal at the direction of the Government, the Government shall have the right to approve the selection of counsel who shall represent the Lessor with regard to such appeal, which approval shall not be unreasonably withheld, conditioned or delayed, and the Lessor shall be entitled to a credit in the amount of its reasonable expenses in pursuing the appeal.

## **2.08 ADJUSTMENT FOR VACANT PREMISES (OCT 2017)**

- A. If the Government fails to occupy any portion of the leased Premises or vacates the Premises in whole or in part prior to expiration of the term of the Lease, the rental rate and the base for operating cost adjustments will be reduced using the figure specified in the "Rate for Adjustment for Vacant Leased Premises" paragraph of this Lease.
- B. If no rate reduction has been established in this Lease, the rate will be reduced by that portion of the costs per ABOA SF of operating expenses not required to maintain the Space.
- C. Said reduction shall occur after the Government gives 30 calendar days' prior notice to the Lessor and shall continue in effect until the Government occupies the vacant Premises or the Lease expires or is terminated.

**2.09 OPERATING COSTS ADJUSTMENT (JUN 2012) MODIFIED**

- A. Beginning with the second year of the Lease and each year thereafter, the Government shall pay annual incremental adjusted rent for changes in costs for cleaning services, supplies, materials, maintenance, trash removal, landscaping, water, sewer charges, heating, electricity, and certain administrative expenses attributable to occupancy.
- B. The amount of adjustment will be determined by multiplying the base rate by the annual percent of change in the Cost of Living Index. The percent change will be computed by comparing the index figure published for the month prior to the Lease Term Commencement Date with the index figure published for the month prior which begins each successive 12-month period. For example, a Lease which commences in June of 2005 would use the index published for May of 2005, and that figure would be compared with the index published for May of 2006, May of 2007, and so on, to determine the percent change. The Cost of Living Index will be measured by the Department of Labor revised Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. city average, all items, (1982 to 1984 = 100) published by the Bureau of Labor Statistics. Payment will be made with the monthly installment of fixed rent. Rental adjustments will be effective on the anniversary date of the Lease; however, payment of the adjusted rental rate will become due on the first workday of the second month following the publication of the Cost of Living Index for the month prior to the commencement of each 12-month period.

**NOTE: The Lessor has agreed to CAP the operating expense adjustment in each specific year, such that the average of all years in aggregate through such adjustment does not exceed 2%.**

- C. In the event of any decreases in the Cost of Living Index occurring during the term of the occupancy under the Lease, the rental amount will be reduced accordingly. The amount of such reductions will be determined in the same manner as increases in rent provided under this paragraph.
- D. If the Government exercises an option to extend the Lease term at the same rate as that of the original term, the option price will be based on the adjustment during the original term. Annual adjustments will continue.

**2.10 ADDITIONAL POST-AWARD FINANCIAL AND TECHNICAL DELIVERABLES (JUN 2012)**

- A. If the Lessor is a HUBZone small business concern (SBC) that did not waive the price evaluation preference, the Lessor shall provide a certification within 10 days after Lease award to the LCO (or representative designated by the LCO) that the Lessor was an eligible HUBZone SBC on the date of award. If it is determined within 20 days after award that a HUBZone SBC Offeror that has been awarded the Lease was not an eligible HUBZone SBC at the time of award, and the HUBZone SBC Lessor failed to provide the LCO with information regarding a change to its HUBZone eligibility prior to award, then the Lease shall be subject, at the LCO's discretion, to termination, and the Government will be relieved of all obligations to the Lessor in such an event and not be liable to the Lessor for any costs, claims or damages of any nature whatsoever.
- B. Within **10** days after Lease award, the Lessor shall provide to the LCO (or representative designated by the LCO) evidence of:
1. A firm commitment of funds in an amount sufficient to perform the work.
  2. The names of at least two proposed construction contractors, as well as evidence of the contractors' experience, competency, and performance capabilities with construction similar in scope to that which is required herein.
  3. The license or certification to practice in the state where the Building is located from the individual(s) and/or firm(s) providing architectural and engineering design services.
- C. The Government shall have the right to withhold approval of design intent drawings (DIDs) until the conditions specified in sub-paragraphs A and B have been satisfied.
- D. Within ten (10) calendar days after the LCO issues the Notice To Proceed (NTP) for TI construction, the Lessor shall provide to the LCO evidence of:
1. Award of a construction contract for TIs with a firm completion date. This date must be in accordance with the construction schedule for TIs as described in the "Schedule for Completion of Space" paragraph of this Lease.
  2. Issuance of required permits for construction of the TIs.

**2.11 RELOCATION ASSISTANCE ACT (APR 2011)**

- A. If the Lessor satisfies the requirements of this Lease by performing new construction on an improved site, and such new construction will result in the displacement of individuals or businesses, the Lessor shall be responsible for payment of relocation costs in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646), as amended, and the implementing regulations at 49 CFR Part 24.
- B. The Lessor shall give GSA the name of the person and agency to be providing the relocation assistance to site tenants. In addition, the Lessor must provide background information about the relocation agency and references for which the relocation agent has performed relocation assistance in the past.

## SECTION 3 CONSTRUCTION STANDARDS AND SHELL COMPONENTS

### 3.01 LABOR STANDARDS (OCT 2016) MODIFIED

A. If the Lessor proposes to satisfy the requirements of this Lease through the construction of a new Building or the complete rehabilitation or reconstruction of an existing Building, and the Government will be the sole or predominant tenant such that any other use of the Building will be functionally or quantitatively incidental to the Government's use and occupancy, the following FAR clauses shall apply to all work (including shell and TIs) performed prior to the Government's acceptance of space as substantially complete. Full text versions of these clauses are available upon request from the LCO. Full text versions are also available at <HTTPS://WWW.ACQUISITION.GOV/?Q=BROWSEFAR>.

52.222-4	Contract Work Hours and Safety Standards Act—Overtime Compensation
52.222-5	Construction Wage Rate Requirements - Secondary Site of the Work
52.222-6	Construction Wage Rate Requirements
52.222-7	Withholding of Funds
52.222-8	Payrolls and Basic Records
52.222-9	Apprentices and Trainees
52.222-10	Compliance with Copeland Act Requirements
52.222-11	Subcontracts (Labor Standards)
52.222-12	Contract Termination—Debarment
52.222-13	Compliance with Construction Wage Rate Requirements and Related Regulations
52.222-14	Disputes Concerning Labor Standards
52.222-15	Certification of Eligibility

B. Does not apply to other non-related building shell or capital improvements work not related to the initial buildout of space when there is little or no overlap.

### 3.02 WORK PERFORMANCE (JUN 2012)

All work in performance of this Lease shall be done by skilled workers or mechanics and shall be acceptable to the LCO. The LCO may reject the Lessor's workers 1) if such are unlicensed, unskilled, or otherwise incompetent, or 2) if such have demonstrated a history of either untimely or otherwise unacceptable performance in connection with work carried out in conjunction with either this contract or other government or private contracts.

### 3.03 ENVIRONMENTALLY PREFERABLE PRODUCT REQUIREMENTS (OCT 2017)

- A. The Lessor must provide environmentally preferable products as detailed throughout individual paragraphs of this Lease.
- B. When individual paragraphs of this Lease do not contain specific requirements for environmentally preferable products, the Lessor must provide products meeting at least one of the environmentally preferable criteria as outlined under the Green Procurement Compilation at <WWW.SFTOOL.GOV/GREENPROCUREMENT> to determine whether any of these criteria are applicable for a product category.
- C. The Lessor, if unable to comply with the environmentally preferable products requirements above, must submit a waiver request for each material within the TI pricing submittal. The waiver request shall be based on the following exceptions:
1. Product cannot be acquired competitively within a reasonable performance schedule.
  2. Product cannot be acquired that meets reasonable performance requirements.
  3. Product cannot be acquired at a reasonable price.
  4. An exception is provided by statute.

The price shall be deemed unreasonable when the total life cycle costs are significantly higher for the sustainable product versus the non-sustainable product. Life cycle costs are determined by combining the initial costs of a product with any additional costs or revenues generated from that product during its entire life.

### 3.04 EXISTING FIT-OUT, SALVAGED, OR REUSED BUILDING MATERIAL (JUN 2012)

- A. Items and materials existing in the Premises, or to be removed from the Premises during the demolition phase, are eligible for reuse in the construction phase of the project. The reuse of items and materials is preferable to recycling them; however, items considered for reuse shall be in re-furnished condition and shall meet the quality standards set forth by the Government in this Lease. In the absence of definitive quality standards, the Lessor is responsible to confirm that the quality of the item(s) in question shall meet or exceed accepted industry or trade standards for first quality commercial grade applications.
- B. The Lessor shall submit a reuse plan to the LCO. The Government will not pay for existing fixtures and other TIs accepted in place. However, the Government will reimburse the Lessor, as part of the TIA, the costs to repair or improve such fixtures or improvements identified on the reuse plan and approved by the LCO.

**3.05 CONSTRUCTION WASTE MANAGEMENT (OCT 2017)**

- A. Recycling construction waste is mandatory for initial space alterations for TIs and subsequent alterations under the Lease.
- B. SUBMITTAL REQUIREMENT: Prior to construction commencement, a proposed plan following industry standards to recycle construction waste. The construction waste management plan shall quantify material diversion goals and maximize the materials to be recycled and/or salvaged (at least 50 percent) from construction, demolition, and packaging debris. Where the small quantity of material, the extraordinarily complex nature of the waste disposal method, or prohibitive expense for recycling would represent a genuine hardship, the Government, upon written request of the Lessor and approval of the LCO, may permit alternative means of disposal.
- C. The Lessor shall recycle the following items during both the demolition and construction phases of the project, subject to economic evaluation and feasibility: Ceiling grid and tile, light fixtures, including proper disposal of any transformers, ballasts, and fluorescent light bulbs, duct work and HVAC equipment, wiring and electrical equipment, aluminum and/or steel doors and frames, hardware, drywall, steel studs, carpet, carpet backing, and carpet padding, wood, insulation, cardboard packaging, pallets, windows and glazing materials, all miscellaneous metals (as in steel support frames for filing equipment), and all other finish and construction materials.
- D. If any waste materials encountered during the demolition or construction phase are found to contain lead, asbestos, polychlorinated biphenyls (PCBs) (such as fluorescent lamp ballasts), or other harmful substances, they shall be handled and removed in accordance with Federal and state laws and requirements concerning hazardous waste.
- E. In addition to providing "one time" removal and recycling of large scale demolition items such as carpeting or drywall, the Lessor shall provide continuous facilities for the recycling of incidental construction waste during the initial construction.
- F. Construction materials recycling records shall be maintained by the Lessor and shall be accessible to the LCO. Records shall include materials recycled or land-filled, quantity, date, and identification of hazardous wastes.

**3.06 WOOD PRODUCTS (OCT 2016)**

- A. For all new installations of wood products, the Lessor is encouraged to use independently certified forest products. For information on certification and certified wood products, refer to the Forest Stewardship Council United States ([HTTPS://US.FSC.ORG/EN-US](https://us.fsc.org/en-us)), or the Sustainable Forestry Initiative ([HTTP://WWW.SFIPROGRAM.ORG/](http://www.sfiprogram.org/)).
- B. New installations of wood products used under this contract shall not contain wood from endangered wood species, as listed by the Convention on International Trade in Endangered Species. The list of species can be found at [HTTP://WWW.WOOD-DATABASE.COM/WOOD-ARTICLES/RESTRICTED-AND-ENDANGERED-WOOD-SPECIES/](http://www.wood-database.com/wood-articles/restricted-and-endangered-wood-species/) or [HTTPS://WWW.FWS.GOV/INTERNATIONAL/PLANTS/CURRENT-CITES-LISTINGS-OF-TREE-SPECIES.HTML](https://www.fws.gov/international/plants/current-cites-listings-of-tree-species.html).
- C. Particle board, strawboard, and plywood materials shall comply with Department of Housing and Urban Development (HUD) standards for formaldehyde emission controls. Plywood materials shall not emit formaldehyde in excess of 0.2 parts per million (ppm), and particleboard materials shall not emit formaldehyde in excess of 0.3 ppm.
- D. All materials comprised of combustible substances, such as wood plywood and wood boards, shall be treated with fire retardant chemicals by a pressure impregnation process or other methods that treats the materials throughout as opposed to surface treatment.

**3.07 ADHESIVES AND SEALANTS (OCT 2017)**

All adhesives employed on this project (including, but not limited to, adhesives for carpet, carpet tile, plastic laminate, wall coverings, adhesives for wood, or sealants) shall meet at least one of the environmentally preferable criteria as outlined under the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT](https://sftool.gov/greenprocurement), as well as the requirements of the manufacturer of the products adhered or involved. The Lessor shall use adhesives and sealants with no formaldehyde or heavy metals. Adhesives and other materials used for the installation of carpets shall be limited to those having a flash point of 140 degrees F or higher.

**3.08 BUILDING SHELL REQUIREMENTS (OCT 2016)**

- A. The Building Shell shall be designed, constructed, and maintained in accordance with the standards set forth herein and completed prior to acceptance of Space. For pricing, fulfillment of all requirements not specifically designated as TIs, Building Specific Amortized Capital, Operating Costs, or other rent components as indicated shall be deemed included in the Shell Rent.
- B. Base structure and Building enclosure components shall be complete. All common areas accessible by the Government, such as lobbies, fire egress corridors and stairwells, elevators, garages, and service areas, shall be complete. Restrooms shall be complete and operational. All newly installed Building shell components, including but not limited to, heating, ventilation, and air conditioning (HVAC), electrical, ceilings, sprinklers, etc., shall be furnished, installed, and coordinated with TIs. Circulation corridors are provided as part of the base Building only on multi-tenanted floors where the corridor is common to more than one tenant. On single tenant floors, only the fire egress corridor(s) necessary to meet code is provided as part of the shell.

- C. The Building Shell rental rate shall also include, but is not limited to, costs included listed under Section II of GSA Form 1217, Lessor's Annual Cost Statement, including insurance, taxes, lease commission and management, in addition to profit, reserve costs and loan financing for the Building.

### 3.09 RESPONSIBILITY OF THE LESSOR AND LESSOR'S ARCHITECT/ENGINEER (JUN 2012)

- A. The Lessor shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the Lessor under this contract. The Lessor shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, or other services.
- B. THE LESSOR REMAINS SOLELY RESPONSIBLE FOR DESIGNING, CONSTRUCTING, OPERATING, AND MAINTAINING THE LEASED PREMISES IN FULL ACCORDANCE WITH THE REQUIREMENTS OF THE LEASE. The Government retains the right to review and approve many aspects of the Lessor's design, including without limitation, review of the Lessor's design and construction drawings, shop drawings, product data, finish samples, and completed base building and TI construction. Such review and approval is intended to identify potential design flaws, to minimize costly misdirection of effort, and to assist the Lessor in its effort to monitor whether such design and construction comply with applicable laws and satisfy all Lease requirements.
- C. Neither the Government's review, approval or acceptance of, nor payment through rent of the services required under this contract, shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the Lessor shall be and remain liable to the Government in accordance with applicable law for all damages to the Government caused by the Lessor's negligent performance of any of the services required under this Lease.
- D. Design and construction and performance information is contained throughout several of the documents which comprise this Lease. The Lessor shall provide to space planners, architects, engineers, construction contractors, etc., all information required whether it is found in this Lease, special requirements and attachments, price lists, or design intent drawings. Reliance upon one of these documents to the exclusion of any other may result in an incomplete understanding of the scope of the work to be performed and/or services to be provided.

### 3.10 QUALITY AND APPEARANCE OF BUILDING (JUN 2012)

The Building in which the Premises are located shall be designed, built and maintained in good condition and in accordance with the Lease requirements. If not new or recent construction, the Building shall have undergone by occupancy, modernization, or adaptive reuse for office space with modern conveniences. The Building shall be compatible with its surroundings. Overall, the Building shall project a professional and aesthetically pleasing appearance including an attractive front and entrance way.

### 3.11 VESTIBULES (APR 2011)

- A. Vestibules shall be provided at public entrances and exits wherever weather conditions and heat loss are important factors for consideration. In the event of negative air pressure conditions, provisions shall be made for equalizing air pressure.
- B. The Lessor shall provide permanent entryway systems (such as grilles or grates) to control dirt and particulates from entering the Building at all primary exterior entryways.

### 3.12 MEANS OF EGRESS (MAY 2015)

- A. Prior to occupancy, the Premises and any parking garage areas shall meet or will be upgraded to meet, either the applicable egress requirements in the National Fire Protection Association, Life Safety Code (NFPA 101), or the International Code Council, International Building Code (IBC), each current as of the Lease Award Date, or use an alternative approach or method that achieves an equivalent level of safety deemed acceptable by the Government.
- B. The Space shall have unrestricted access to a minimum of two remote exits on each floor of Government occupancy.
- C. Interlocking or scissor stairs located on the floor(s) where Space is located shall only count as one exit stair.
- D. A fire escape located on the floor(s) where Space is located shall not be counted as an approved exit stair.
- E. Doors shall not be locked in the direction of egress unless equipped with special locking hardware in accordance with requirements of NFPA 101 or the IBC.

### 3.13 AUTOMATIC FIRE SPRINKLER SYSTEM (SEP 2013)

- A. Any portion of the Space located below-grade, including parking garage areas, and all areas in a Building referred to as "hazardous areas" (defined in National Fire Protection Association (NFPA) 101) that are located within the entire Building (including non-Government areas) shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- B. For Buildings in which any portion of the Space is on or above the sixth floor, then, at a minimum, the Building up to and including the highest floor of Government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety.

- C. For Buildings in which any portion of the Space is on or above the sixth floor, and lease of the Space will result, either individually or in combination with other Government Leases in the Building, in the Government leasing 35,000 or more ANSI/BOMA Office Area SF of Space in the Building, then the entire Building shall be protected throughout by an automatic fire sprinkler system or an equivalent level of safety.
- D. Automatic fire sprinkler system(s) shall be installed in accordance with the requirements of NFPA 13, Standard for the Installation of Sprinkler Systems that was in effect on the actual date of installation.
- E. Automatic fire sprinkler system(s) shall be maintained in accordance with the requirements of NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems (current as of the Lease Award Date).
- F. "Equivalent level of safety" means an alternative design or system (which may include automatic fire sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic fire sprinkler systems.

### 3.14 FIRE ALARM SYSTEM (SEP 2013)

- A. A Building-wide fire alarm system shall be installed in the entire Building in which any portion of the Space is located on the 3<sup>rd</sup> floor or higher.
- B. The fire alarm system shall be installed in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code, that was in effect on the actual date of installation.
- C. The fire alarm system shall be maintained in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date).
- D. The fire alarm system shall transmit all fire alarm signals to the local fire department via any of the following means: directly to the local fire department, to the (911) public communications center, to a central station, to a remote supervising station, or to a proprietary supervising station.
- E. If the Building's fire alarm control unit is over 25 years old as of the date of award of this Lease, Lessor shall install a new fire alarm system in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date), prior to Government acceptance and occupancy of the Space.

### 3.15 ENERGY INDEPENDENCE AND SECURITY ACT (NOV 2018)

#### A. Energy-related Requirements:

1. The Energy Independence and Security Act (EISA) establishes the following requirements for Government Leases in Buildings that have not earned the ENERGY STAR® Label conferred by the Environmental Protection Agency (EPA) within one year prior to the due date for final proposal revisions ("most recent year").
2. If this Lease was awarded under any of EISA's Section 435 statutory exceptions, the Lessor shall either:
  - a. Earn the ENERGY STAR® Label prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease); or
  - b.
    - (i) Complete energy efficiency and conservation improvements if any, agreed to by Lessor in lieu of earning the ENERGY STAR® Label prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease); and
    - (ii) Obtain and publicly disclose the Building's current ENERGY STAR® score (using EPA's Portfolio Manager tool), unless the Lessor cannot access whole building utility consumption data, or there is no building category within Portfolio Manager to benchmark against, including spaces—
      - I. That are located in States with privacy laws that provide that utilities shall not provide such aggregated information to multitenant building owners; and
      - II. For which tenants do not provide energy consumption information to the commercial building owner in response to a request from the building owner. (A Federal agency that is a tenant of the space shall provide to the building owner, or authorize the owner to obtain from the utility, the energy consumption information of the space for the benchmarking and disclosure required by this subparagraph D).
      - III. That cannot be benchmarked (scored) using EPA's Portfolio Manager tool because of excessive vacancy; in which case Lessor agrees to obtain the score and publicly disclose it within 120 days of the eligibility to obtain a score using the EPA Portfolio Manager tool.

Note: "public disclosure" means posting the Energy Star® score on state or local websites in those areas that have applicable disclosure mandates, and reporting the score to the Government via Portfolio Manager. In the absence of an applicable state or local disclosure mandate, Lessor shall either generate and display the Energy Star® score in a public space at the building location or post the score on Lessor's or Lessor's Parent/Affiliate website.

3. If this Lease was awarded to a Building to be built or to a Building predominantly vacant as of the due date for final proposal revisions and was unable to earn the ENERGY STAR® label for the most recent year (as defined above) due to insufficient occupancy, but was able to

demonstrate sufficient evidence of capability to earn the ENERGY STAR® label, then Lessor must earn the ENERGY STAR® label within 18 months after occupancy by the Government.

4. If this Lease was awarded to an existing Building that was unable to earn the ENERGY STAR® label for the most recent year (as defined above) during EPA's temporary suspension in the issuance of ENERGY STAR® labels, then the Lessor must earn the ENERGY STAR® label prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease), subject to a time extension as described under sub-paragraph A.6 below.
5. The Lessor is encouraged to purchase at least 50 percent of the Government tenant's electricity from renewable sources.
6. Notwithstanding the post-award timeframes specified above for achieving the ENERGY STAR® label, the LCO shall grant an additional time extension to the Lessor in instances where the Lessor is unable to obtain an ENERGY STAR® label due to EPA's review and temporary suspension in certification, provided the Lessor has demonstrated, to the satisfaction of the LCO, that such suspension delayed their ability to obtain the ENERGY STAR® label in a timely manner. Such time extension, which shall be the Lessor's sole remedy, shall not exceed the length of time associated with the EPA suspension for the affected property category.

**B. Hydrology-related Requirements:**

1. Per EISA Section 438, the sponsor of any development or redevelopment project involving a Federal facility with a footprint that exceeds 5,000 square feet shall use site planning, design, construction, and maintenance strategies for the property to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the Property with regard to the temperature, rate, volume, and duration of flow. If the Lessor proposes to satisfy the Government's space requirements through a development or redevelopment project, and the Government will be the sole or predominant tenant such that any other use of the Property will be functionally or quantitatively incidental to the Government's use, the Lessor is required to implement hydrology maintenance and restoration requirements as required by EISA Section 438.
  - a. For the purposes of applying EISA Section 438 in this lease, "sponsor" shall mean "Lessor", and "exceeds 5,000 square feet" shall mean construction that disturbs 5,000 square feet or more of land area at the Property or on adjoining property to accommodate the Government's requirements, or at the Property for whatever reason. Information regarding implementation of the hydrology maintenance and restoration requirements can be found at: <http://www.epa.gov/greeningepa/technical-guidance-implementing-stormwater-runoff-requirements-federal-projects>
  - b. Lessor is required to implement these hydrology maintenance and restoration requirements to the maximum extent technically feasible, prior to acceptance of the Space, (or not later than one year after the Lease Award Date or Lease Term Commencement Date, whichever is later, of a succeeding or superseding Lease). Additionally, this Lease requires EISA Section 438 storm water compliance not later than one year from the date of any applicable disturbance (as defined in EISA Section 438) of more than 5,000 square feet of ground area if such disturbance occurs during the term of the Lease if the Government is the sole or predominant tenant. In the event the Lessor is required to comply with EISA Section 438, Lessor shall furnish the Government, prior to the filing for permits for the associated work, with a certification from Lessor's engineer that the design meets the hydrology maintenance and restoration requirements of EISA Section 438.

**3.16 ELEVATORS (OCT 2016)**

- A. The Lessor shall provide suitable passenger elevator and, when required by the Government, freight elevator service to any of the Premises not having ground level access. Service shall be available during the normal hours of operation specified in this Lease. However, one passenger elevator and, when required by the Government, one freight elevator shall be available at all times for Government use. When a freight elevator is required by the Government, it shall be accessible to the loading areas. When possible, the Government shall be given 24-hour advance notice if the service is to be interrupted for more than 1-1/2 hours. Normal service interruption shall be scheduled outside of the Government's normal working hours. The Lessor shall also use best efforts to minimize the frequency and duration of unscheduled interruptions.
- B. Code: Elevators shall conform to the current requirements of the American Society of Mechanical Engineers ASME A17.1/CSA B44, Safety Code for Elevators and Escalators (current as of the Lease Award Date). Elevators shall be provided with Phase I emergency recall operation and Phase II emergency in-car operation in accordance with ASME A17.1/CSA B44. Fire alarm initiating devices (e.g., smoke detectors) used to initiate Phase I emergency recall operation shall be installed in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code. The elevators shall be inspected and maintained in accordance with the current edition of the ASME A17.2, Inspector's Manual for Elevators. Except for the reference to ASME A17.1 in ABAAS, Section F105.2.2, all elevators must meet ABAAS requirements for accessibility in Sections 407, 408, and 409 of ABAAS.
- C. Safety Systems: Elevators shall be equipped with telephones or other two-way emergency communication systems. The system used shall be marked and shall reach an emergency communication location staffed 24 hours per day, 7 days per week.
- D. Speed: The passenger elevators shall have a capacity to transport in 5 minutes 15 percent of the normal population of all upper floors (based on 150 SF per person). Further, the dispatch interval between elevators during the up-peak demand period shall not exceed 35 seconds.
- E. Interior Finishes: Elevator cab walls shall be hardwood, marble, granite, or an equivalent pre-approved by the LCO. Elevator cab floors shall be marble, granite, terrazzo, or an equivalent pre-approved by the LCO.

**3.17 BUILDING DIRECTORY (APR 2011)**

A tamper-proof directory with lock shall be provided in the Building lobby listing the Government agency. It must be acceptable to the LCO.

**3.18 FLAGPOLE (SEP 2013)**

If the Government is the sole occupant of the Building, a flagpole shall be provided at a location to be approved by the LCO. The flag of the United States of America will be provided by the Lessor, as part of shell rent, and replaced at all times during the Lease term when showing signs of wear.

**3.19 DEMOLITION (JUN 2012)**


The Lessor shall remove existing abandoned electric, telephone, and data cabling and devices, as well as any other improvements or fixtures in place to accommodate the Government's requirements. Any demolition of existing improvements that is necessary to satisfy the Government's layout shall be done at the Lessor's expense.

**3.20 ACCESSIBILITY (FEB 2007)**

The Building, leased Space, and areas serving the leased Space shall be accessible to persons with disabilities in accordance with the Architectural Barriers Act Accessibility Standard (ABAAS), Appendices C and D to 36 CFR Part 1191 (ABA Chapters 1 and 2, and Chapters 3 through 10). To the extent the standard referenced in the preceding sentence conflicts with local accessibility requirements, the more stringent shall apply.

**3.21 CEILINGS (OCT 2017)**

A complete acoustical ceiling system (which includes grid and lay-in tiles or other Building standard ceiling system as approved by the LCO) throughout the Space and Premises shall be required. The acoustical ceiling system shall be furnished, installed, and coordinated with TIs.

- A. Ceilings shall be at a minimum 9 feet and 0 inches and no more than 12 feet and 0 inches measured from floor to the lowest obstruction. Areas with raised flooring shall maintain these ceiling-height limitations above the finished raised flooring. Bulkheads and hanging or surface mounted light fixtures which impede traffic ways shall be avoided. Ceilings shall be uniform in color and appearance throughout the Space, with no obvious damage to tiles or grid.
- B. Prior to closing the ceiling, the Lessor shall coordinate with the Government for the installation of any items above the ceiling.
- C. Should the ceiling be installed in the Space prior to construction of the TIs, then the Lessor shall be responsible for all costs in regard to the disassembly, storage during construction, and subsequent re-assembly of any of the ceiling components which may be required to complete the TIs. The Lessor shall also bear the risk for any damage to the ceiling or any components thereof during the construction of the TIs.
- D. Ceilings shall be a flat plane in each room and shall be suspended and finished as follows unless an alternate equivalent is pre-approved by the LCO:
  - 1. Restrooms. Plastered or spackled and taped gypsum board.
  - 2. Offices and conference rooms. Mineral and acoustical tile or lay in panels with textured or patterned surface and tegular edges or an equivalent pre-approved by the LCO. Newly installed tiles or panels shall meet at least one of the environmentally preferable criteria as outlined under the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT](https://SFTOOL.GOV/GREENPROCUREMENT).
  - 3. Corridors and eating/galley areas. Plastered or spackled and taped gypsum board or mineral acoustical tile.
- E. For ceiling installations in new lease construction projects, tiles or panels (for restrooms, offices, conference rooms, corridors, and eating/gallery areas) must comply with the following environmental standards: a) California Section 01350 standard for low-VOC materials; b) recyclable in a closed loop process; c)  Certified Biopreferred; and d) Environmental Product Declaration (EPD) available.

**3.22 EXTERIOR AND COMMON AREA DOORS AND HARDWARE (SEP 2013)**

- A. Exterior Building doors and doors necessary to the lobbies, common areas, and core areas shall be required. This does not include suite entry or interior doors specific to TIs.
- B. Exterior doors shall be weather tight and shall open outward. Hinges, pivots, and pins shall be installed in a manner which prevents removal when the door is closed and locked. These doors shall have a minimum clear opening of 32" clear wide x 80" high (per leaf). Doors shall be heavy duty, flush, (1) hollow steel construction, (2) solid core wood, or (3) insulated tempered glass. As a minimum requirement, hollow steel doors shall be fully insulated, flush, #16-gauge hollow steel. Solid-core wood doors and hollow steel doors shall be at least 1-3/4 inches thick. Door assemblies shall be of durable finish and shall have an aesthetically pleasing appearance acceptable to the LCO. The opening dimensions and operations shall conform to the governing building, fire safety, accessibility, and energy codes and/or requirements. Fire door assemblies shall be listed and labeled. Labels on fire door assemblies shall be maintained in a legible condition. Fire door assemblies and their accompanying hardware, including frames and closing devices shall be installed in accordance with the requirements of NFPA 80, Standard for Fire Doors and Other Opening Protectives.

- C. Exterior doors and all common area doors shall have door handles or door pulls with heavyweight hinges. All doors shall have corresponding doorstops (wall or floor mounted) and silencers. All public use doors and restroom doors shall be equipped with kick plates. All doors shall have automatic door closers. All Building exterior doors shall have locking devices installed to reasonably deter unauthorized entry.

### 3.23 DOORS: IDENTIFICATION (APR 2011)

All signage required in common areas unrelated to tenant identification shall be provided and installed by the Lessor.

### 3.24 WINDOWS (APR 2011)

- A. Office Space shall have windows in each exterior bay unless waived by the LCO.
- B. All windows shall be weather tight. Operable windows that open shall be equipped with locks. Off-street, ground-level windows and those accessible from fire escapes, adjacent roofs, and other structures that can be opened must be fitted with a sturdy locking device. Windows accessible from fire escapes must be readily operable from the inside of the Building.

### 3.25 PARTITIONS: GENERAL (APR 2015)

Partitions in public areas shall be marble, granite, hardwood, or drywall covered with durable wall covering or high performance coating, or equivalent pre-approved by the LCO. Newly installed gypsum board material must be Greenguard Gold Certified or have 0 grams per liter of VOCs.

### 3.26 PARTITIONS: PERMANENT (APR 2015)

Permanent partitions shall extend from the structural floor slab to the structural ceiling slab. They shall be provided by the Lessor as part of shell rent as necessary to surround the Space, stairs, corridors, elevator shafts, restrooms, all columns, and janitor closets. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84). Stairs, elevators, and other floor openings shall be enclosed by partitions and shall have the fire resistance required by the applicable building code, fire code and ordinances adopted by the jurisdiction in which the Building is located (such as the International Building Code, etc.) current as of the Lease Award Date. Newly installed gypsum board material must be Greenguard Gold Certified or have 0 grams per liter of VOCs.

### 3.27 INSULATION: THERMAL, ACOUSTIC, AND HVAC (SEP 2013)

- A. All insulation products shall contain recovered materials as required by EPA's CPG and related recycled content recommendations.
- B. No insulation installed with this project shall be material manufactured using chlorofluorocarbons (CFCs), nor shall CFCs be used in the installation of the product.
- C. All insulation containing fibrous materials exposed to air flow shall be rated for that exposure or shall be encapsulated.
- D. Insulating properties for all materials shall meet or exceed applicable industry standards. Polystyrene products shall meet American Society for Testing and Materials (ASTM) C578 91.
- E. All insulation shall be low emitting with not greater than .05 ppm formaldehyde emissions.
- F. The maximum flame spread and smoke developed index for insulation shall meet the requirements of the applicable local codes and ordinances (current as of the Lease Award Date) adopted by the jurisdiction in which the Building is located.

### 3.28 WALL FINISHES – SHELL (SEP 2015)

- A. All restrooms within the Building common areas of Government-occupied floors shall have 1) ceramic tile, recycled glass tile, or comparable wainscot from the finished floor to a minimum height of 4'-6" and 2) semigloss paint on remaining wall areas, or other finish approved by the Government.
- B. All elevator areas that access the Space and hallways accessing the Space shall be covered with wall coverings not less than 20 ounces per square yard, high performance paint, or an equivalent.

### 3.29 PAINTING – SHELL (OCT 2017)

- A. The Lessor shall bear the expense for all painting associated with the Building shell. These areas shall include all common areas. Exterior perimeter walls and interior core walls within the Space shall be spackled and prime painted with a primer that meets or is equivalent to the Green Seal GS-11 standard. If any Building shell areas are already painted prior to TIs, then the Lessor shall repaint, at the Lessor's expense, as necessary during TIs.

- B. The costs for cyclical painting requirements as outlined in Section 6 shall be included in the shell rent.

### 3.30 FLOORS AND FLOOR LOAD (OCT 2018) MODIFIED

- A. All adjoining floor areas shall be of a common level not varying more than 1/4 inch over a 10-foot horizontal run in accordance with the American Concrete Institute standards, non-slip, and acceptable to the LCO.
- B. Under-floor surfaces shall be smooth and level. Office areas shall have a minimum live load capacity of 100 pounds per ABOA SF plus 20 pounds per ABOA SF for moveable partitions. Storage areas shall have a minimum live load capacity of 100 pounds per ABOA SF, including moveable partitions. Corridor and lobby live loads of 120 pounds per square foot. Roof load of 40 pounds per square foot plus snow. Loading dock area load of 250 pounds per ANSI/BOMA Office Area square foot. Lessor may be required to provide a report by a registered structural engineer showing the floor load capacity, at the Lessor's expense. Calculations and structural drawings may also be required.
- C. For new lease construction projects, concrete material must have recycled content in the form of at least 25% fly ash or at least 15% ground granulated blast-furnace (GGBF) slag.

### 3.31 FLOOR COVERING AND PERIMETERS – SHELL (SEP 2013)

- A. Exposed interior floors in primary entrances and lobbies shall be marble, granite, or terrazzo. Exposed interior floors in secondary entrances, elevator lobbies, and primary interior corridors shall be high-grade carpet, marble, granite, or terrazzo. Resilient flooring shall be used in telecommunications rooms. Floor perimeters at partitions shall have wood, rubber, vinyl, marble, or carpet base.
- B. Terrazzo, unglazed ceramic tile, recycled glass tile, and/or quarry tile shall be used in all restroom and service areas of Government-occupied floors.
- C. Any alternate flooring must be pre-approved by the LCO.
- D. The costs for cyclical carpet replacement requirements as outlined in Section 6 shall be included in the shell rent.

### 3.32 MECHANICAL, ELECTRICAL, PLUMBING: GENERAL (APR 2011)

The Lessor shall provide and operate all Building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. Mains, lines, and meters for utilities shall be provided by the Lessor. Exposed ducts, piping, and conduits are not permitted in office Space.

### 3.33 BUILDING SYSTEMS (APR 2011)

Whenever requested, the Lessor shall furnish to GSA as part of shell rent, a report by a registered professional engineer(s) showing that the Building and its systems as designed and constructed will satisfy the requirements of this Lease.

### 3.34 ELECTRICAL (OCT 2018) MODIFIED

- A. The Lessor shall be responsible for meeting the applicable requirements of local codes and ordinances. When codes conflict, the more stringent standard shall apply. Main service facilities shall be enclosed. The enclosure may not be used for storage or other purposes and shall have door(s) fitted with an automatic deadlocking latch bolt with a minimum throw of 1/2 inch. Main distribution for standard office occupancy shall be provided at the Lessor's expense. All floors shall have 120/208 V, 3-phase, 4-wire with bond, 60 hertz electric service available. In no event shall such power distribution (not including lighting and HVAC) for the Space fall below 4 watts per ABOA SF.
- B. Service Selection: The building shall be fed from 2 incoming utility feeders (double source). These feeders shall be sourced from two separate substations or network system, if available, or two separate transformers if only one utility substation is available. If a spot network cannot be provided by the utility, double-ended substations shall be used. All double-ended substations shall be equipped with two secondary main breakers and one tie breaker set up for open transition automatic transfer.
- Primary service: Where primary service is selected, three phase service shall be provided with a voltage class of 15 KV maximum to feed transformers. Medium voltage shall be distributed up to 15 KV maximum to substations with the facility prior to transformation to a lower voltage.
- C. Main power distribution switchboards and distribution and lighting panel boards shall be circuit breaker type with copper buses that are properly rated to provide the calculated fault circuits. All power distribution panel boards shall be supplied with separate equipment ground buses. All power distribution equipment shall be required to handle the actual specified and projected loads and 10 percent spare load capacity. Distribution panels are required to accommodate circuit breakers for the actual calculated needs and 10 percent spare circuits that will be equivalent to the majority of other circuit breakers in the panel system. Fuses and circuit breakers shall be plainly marked or labeled to identify circuits or equipment supplied through them.

- D. Convenience outlets shall be installed in accordance with NFPA Standard 70, National Electrical Code, or local code, whichever is more stringent. The Lessor shall provide duplex utility outlets in restrooms, corridors, and dispensing areas.

### 3.35 INTENTIONALLY DELETED

### 3.36 PLUMBING (JUN 2012)

The Lessor shall include the cost of plumbing in common areas. Hot and cold water risers and domestic waste and vent risers, installed and ready for connections that are required for TIs, shall be included in the shell rent.

### 3.37 DRINKING FOUNTAINS (OCT 2018)

On each floor of Government-occupied Space, the Lessor shall provide a minimum of two drinking fountains with chilled potable water within 200 feet of travel from any Government-occupied area on the floor. The fountains shall comply with Section F211 of the Architectural Barriers Act Accessibility Standard. Potable is defined as water meeting current EPA primary drinking water standards or more stringent, applicable state or local regulations. The Lessor shall serve as first responder to any occupant complaints about drinking water. The Lessor shall promptly investigate any such complaints and implement the necessary controls to address the complaints and maintain potable water conditions.

### 3.38 RESTROOMS (OCT 2016)

- A. If this Lease is satisfied by new construction or major alterations, Lessor shall provide water closets, sinks and urinals on each floor that is partially or fully occupied by the government per the following schedule. The schedule is per floor and based on a density of one person for each 135 ABOA SF of office Space, allocated as 50% women and 50% men. If major alterations to the restrooms occur during the term of this Lease, the number of fixtures then must meet the schedule as part of the major alterations.

ESTIMATED NUMBER OF EACH GENDER PER FLOOR			(WOMEN'S) WATER CLOSETS	(WOMEN'S) SINKS	(MEN'S) WATER CLOSETS	(MEN'S) URINALS	(MEN'S) SINKS
1	To	8	2	1	1	1	1
9	To	24	3	2	2	1	1
25	To	36	3	2	2	1	2
37	To	56	5	3	3	2	2
57	To	75	6	4	4	2	2
76	To	96	6	5	4	2	3
97	To	119	7	5	5	2	3
120	To	134	9	5	6	3	4
Above 135			3/40	1/24	1/20	1/40	1/30

- B. If no new construction or major renovation of a restroom is occurring, compliance with local code is sufficient. Separate restroom facilities for men and women shall be provided in accordance with local code or ordinances, on each floor occupied by the Government in the Building. The facilities shall be located so that employees will not be required to travel more than 200 feet on one floor to reach the restrooms. Each restroom shall have sufficient water closets enclosed with modern stall partitions and doors, urinals (in men's room), and hot (set in accordance with applicable building codes) and cold water. Water closets and urinals shall not be visible when the exterior door is open.

- C. Each main restroom shall contain the following:

1. A mirror and shelf above the lavatory.
2. A toilet paper dispenser in each water closet stall that will hold at least two rolls and allow easy, unrestricted dispensing.
3. A coat hook on the inside face of the door to each water closet stall and on several wall locations by the lavatories.
4. At least one modern paper towel dispenser, soap dispenser, and waste receptacle for every two lavatories.
5. A coin-operated sanitary napkin dispenser in women's restrooms with a waste receptacle in each water closet stall.
6. A disposable toilet seat cover dispenser.
7. A counter area of at least 2 feet, 0 inches in length, exclusive of the lavatories (however, it may be attached to the lavatories) with a mirror above and a ground-fault interrupter-type convenience outlet located adjacent to the counter area. The counter should be installed to minimize pooling or spilling of water at the front edge.
8. A floor drain.
9. For new installations and major renovations, restroom partitions shall be made from recovered materials as listed in EPA's CPG.

### 3.39 PLUMBING FIXTURES: WATER CONSERVATION (OCT 2016)

The specifications listed under sub-paragraphs A through C apply for:

1. New installations of plumbing fixtures,

2. Replacement of existing plumbing fixtures, or
3. Existing non-conforming fixtures where the Government occupies the full floor.

- A. Water closets must conform to EPA WaterSense or fixtures with equivalent flush volumes must be utilized.
- B. Urinals must conform to EPA WaterSense or fixtures with equivalent flush volumes must be utilized. Waterless urinals are acceptable.
- C. Faucets must conform to EPA WaterSense or fixtures with equivalent flow rates must be utilized.

Information on EPA WaterSense fixtures can be found at [HTTP://WWW.EPA.GOV/WATERSENSE/](http://www.epa.gov/watersense/).

### 3.40 JANITOR CLOSETS (SEP 2015)

Janitor closets shall meet all local codes and ordinances. When not addressed by local code, Lessor shall provide containment drains plumbed for appropriate disposal of liquid wastes in spaces where water and chemical concentrate mixing occurs for maintenance purposes. Disposal is not permitted in restrooms.

### 3.41 HEATING, VENTILATION, AND AIR CONDITIONING - SHELL (OCT 2016) MODIFIED

- A. Central HVAC systems shall be installed and operational, including, as appropriate, main and branch lines, VAV boxes, dampers, flex ducts, and diffusers, for an open office layout, including all Building common areas. The Lessor shall provide conditioned air through medium pressure duct work at a rate of .75 cubic feet per minute per ABOA SF and systems shall be designed with sufficient systems capacity to meet all requirements in this Lease.
- B. Areas having excessive heat gain or heat loss, or affected by solar radiation at different times of the day, shall be independently controlled.
- C. Equipment Performance. Temperature control for office Spaces shall be provided by concealed central heating and air conditioning equipment. The equipment shall maintain Space temperature control over a range of internal load fluctuations of plus 0.5 W/SF to minus 1.5 W/SF from initial design requirements of the tenant.
- D. Ductwork Re-use and Cleaning. Any ductwork to be reused and/or to remain in place shall be cleaned, tested, and demonstrated to be clean in accordance with the standards set forth by NADCA. The cleaning, testing, and demonstration shall occur immediately prior to Government occupancy to avoid contamination from construction dust and other airborne particulates.
- E. During working hours in periods of heating and cooling, ventilation shall be provided in accordance with the latest edition of the American National Standards Institute, American Society of Heating, Refrigeration and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 62.1, Ventilation for Acceptable Indoor Air Quality.
- F. Heating and air-conditioning air distribution systems (air handling units, VAV boxes, fan coil units, etc.) for the Space shall be equipped with particulate matter air filters that meet the Minimum Efficiency Reporting Value (MERV) specified in the current edition of ANSI/ASHRAE Standard 62.1. Locations that do not meet the EPA National Ambient Air Quality Standards (NAAQS) for particulates (PM 10 or PM 2.5) must be equipped with additional filtration on outdoor air intakes as required in ANSI/ASHRAE Standard 62.1. NAAQS information can be found at [HTTPS://WWW.EPA.GOV/GREEN-BOOK](https://www.epa.gov/green-book).
- G. Restrooms shall be properly exhausted, with a minimum of 10 air changes per hour.
- H. INTENTIONALLY DELETED

### 3.42 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT (SEP 2015)

- A. Sufficient space shall be provided on the floor(s) where the Government occupies Space for the purposes of terminating telecommunications service into the Building. The Building's telecommunications closets located on all floors shall be vertically-stacked. Telecommunications switch rooms, wire closets, and related spaces shall be enclosed. The enclosure shall not be used for storage or other purposes and shall have door(s) fitted with an automatic door-closer and deadlocking latch bolt with a minimum throw of 1/2 inch. The telephone closets shall include a telephone backboard.
- B. Telecommunications switch rooms, wire closets, and related spaces shall meet applicable Telecommunications Industry Association (TIA) and Electronic Industries Alliance (EIA) standards. These standards include the following:
  1. TIA/EIA-568, Commercial Building Telecommunications Cabling Standard,
  2. TIA/EIA 569, Commercial Building Standard for Telecommunications Pathways and Spaces,
  3. TIA/EIA-570, Residential and Light Commercial Telecommunications Wiring Standard, and
  4. TIA/EIA-607, Commercial Building Grounding and Bonding Requirements for Telecommunications Standard.
- C. Telecommunications switch rooms, wire closets, and related spaces shall meet applicable NFPA standards. Bonding and grounding shall be in accordance with NFPA Standard 70, National Electrical Code, and other applicable NFPA standards and/or local code requirements.

**3.43 TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS (JUN 2012)**

- A. The Government may elect to contract its own telecommunications (voice, data, video, Internet or other emerging technologies) service in the Space. The Government may contract with one or more parties to have INS wiring (or other transmission medium) and telecommunications equipment installed.
- B. The Lessor shall allow the Government's designated telecommunications providers access to utilize existing Building wiring to connect its services to the Government's Space. If the existing Building wiring is insufficient to handle the transmission requirements of the Government's designated telecommunications providers, the Lessor shall provide access from the point of entry into the Building to the Government's floor Space, subject to any inherent limitations in the pathway involved.
- C. The Lessor shall allow the Government's designated telecommunications providers to affix telecommunications antennas (high frequency, mobile, microwave, satellite, or other emerging technologies), subject to weight and wind load conditions, to roof, parapet, or Building envelope as required. Access from the antennas to the Premises shall be provided.
- D. The Lessor shall allow the Government's designated telecommunications providers to affix antennas and transmission devices throughout the Space and in appropriate common areas frequented by the Government's employees to allow the use of cellular telephones and communications devices necessary to conduct business.

**3.44 LIGHTING: INTERIOR AND PARKING - SHELL (OCT 2016)**

NOTE: FOR PRICING ESTIMATING PURPOSES, FIXTURES WILL BE INSTALLED AT THE AVERAGE RATIO OF 1 FIXTURE PER 80 ABOA SF.

- A. **INTERIOR FIXTURES:** High efficiency T-8, T-5, or LED light fixtures (and associated ballasts or drivers) shall be installed as either ceiling grid or pendant mounted for an open-office plan. Ceiling grid fixtures shall be either 2' wide by 4' long or 2' wide by 2' long. Lessor shall provide, as part of Shell Rent, a minimum overall lighting fixture efficiency of 85 percent. Lamps shall maintain a uniform color level throughout the lease term.
- B. **LIGHTING LEVELS:** Fixtures shall have a minimum of two tubes and shall provide 50 foot-candles at desktop level (30" above finished floor) with a maximum uniformity ratio of 1.5:1. Lessor shall provide, as part of Shell Rent, 10 average foot-candles in all other Building areas within the Premises with a uniformity ratio of 4:1. Emergency egress lighting levels shall be provided in accordance with the local applicable building codes (but not less than 1 foot-candle) by either an onsite emergency generator or fixture mounted battery packs.
- C. **POWER DENSITY:**  
Existing Buildings: The maximum fixture power density shall not exceed 1.4 watts per ABOA SF.  
New Construction: The maximum fixture power density shall not exceed 1.1 watts per ABOA SF.
- D. **DAYLIGHTING CONTROLS:** If the Lease is more than 10,000 ABOA SF, the Lessor shall provide daylight dimming controls in atriums or within 15 feet of windows and skylights where daylight can contribute to energy savings. Daylight harvesting sensing and controls shall be either integral to the fixtures or ceiling mounted and shall maintain required lighting levels in work spaces.
- E. **OCCUPANCY/VACANCY SENSORS:** The Lessor shall provide ceiling mount occupancy sensors, or vacancy sensors (preferred), or scheduling controls through the building automation system (BAS) throughout the Space in order to reduce the hours that the lights are on when a particular space is unoccupied. No more than 1,000 square feet shall be controlled by any one sensor. Occupancy sensors in enclosed rooms shall continue to operate after the BAS has shutdown the building at the end of the workday.
- F. **BUILDING PERIMETER:**
  - 1. Exterior parking areas, vehicle driveways, pedestrian walks, and the Building perimeter lighting levels shall be designed per Illuminating Engineering Society (IES) standards. Provide 5 foot-candles for doorway areas, 3 foot-candles for transition areas and at least 1 foot-candle at the surface throughout the parking lot. Parking lot fixtures shall provide a maximum to minimum uniformity ratio of 15:1 and a maximum to average uniformity ratio of 4:1.
  - 2. If the leased space is 100 percent occupied by Government tenants, all exterior parking lot fixtures shall be "Dark Sky" compliant with no property line trespass.
- G. **PARKING STRUCTURES:** The minimum illuminance level for parking structures is 5 foot-candles as measured on the floor with a uniformity ratio of 10:1.
- H. **PARKING SENSORS:** If the leased space is 100 percent occupied by Government tenants, exterior parking area and parking structure lighting shall be sensor or BAS controlled in order that it may be programmed to produce reduced lighting levels during non use. This non-use time period will normally be from 11:00 pm to 6:00 am.

- I. **EXTERIOR POWER BACKUP:** Exterior egress, walkway, parking lot, and parking structure lighting must have emergency power backup to provide for safe evacuation of the Building.

### 3.45 ACOUSTICAL REQUIREMENTS (JUN 2012)

- A. **Reverberation Control.** Private office and conference rooms using suspended acoustical ceilings shall have a noise reduction coefficient (NRC) of not less than 0.65 in accordance with ASTM C-423. Open office using suspended acoustical ceilings shall have an NRC of not less than 0.75. Private offices, conference rooms, and open offices using acoustical cloud or acoustical wall panels with a minimum of 70% coverage shall have an NRC of not less than 0.85.
- B. **Ambient Noise Control.** Ambient noise from mechanical equipment shall not exceed noise criteria curve (NC) 35 in accordance with the ASHRAE Handbook of Fundamentals in offices and conference rooms; NC 40 in corridors, cafeterias, lobbies, and restrooms; NC 50 in other spaces.
- C. **Noise Isolation.** Rooms separated from adjacent spaces by ceiling high partitions (not including doors) shall not be less than the following noise isolation class (NIC) standards when tested in accordance with ASTM E-336:  
Conference rooms: NIC 40  
Offices: NIC 35
- D. **Testing.** The LCO may require, at Lessor's expense, test reports by a qualified acoustical consultant showing that acoustical requirements have been met.

### 3.46 INTENTIONALLY DELETED

### 3.47 INTENTIONALLY DELETED

### 3.48 INTENTIONALLY DELETED

### 3.49 INTENTIONALLY DELETED

### 3.50 INTENTIONALLY DELETED

### 3.51 INDOOR AIR QUALITY DURING CONSTRUCTION (OCT 2017)

- A. The Lessor shall provide to the Government safety data sheets (SDS) or other appropriate documents upon request, but prior to installation or use for the following products, including but not limited to, adhesives, caulking, sealants, insulating materials, fireproofing or fire stopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finishes for wood surfaces, janitorial cleaning products, and pest control products.
- B. The LCO may eliminate from consideration products with significant quantities of toxic, flammable, corrosive, or carcinogenic material and products with potential for harmful chemical emissions. Materials used often or in large quantities will receive the greatest amount of review.
- C. To the greatest extent possible, the Lessor shall sequence the installation of finish materials so that materials that are high emitters of volatile organic compounds (VOCs) are installed and allowed to cure before installing interior finish materials, especially soft materials that are woven, fibrous, or porous in nature, that may adsorb contaminants and release them over time.
- D. Where demolition or construction work occurs adjacent to occupied Space, the Lessor shall erect appropriate barriers (noise, dust, odor, etc.) and take necessary steps to minimize interference with the occupants. This includes maintaining acceptable temperature, humidity, and ventilation in the occupied areas during window removal, window replacement, or similar types of work.
- E. **HVAC during Construction:** If air handlers are used during construction, the Lessor shall provide filtration media with a MERV of 8 at each return air grill, as determined by the latest edition of ASHRAE Standard 52.2, Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size. The permanent HVAC system may be used to move both supply and return air during the construction process only if the following conditions are met:
1. A complete air filtration system with 60 percent efficiency filters is installed and properly maintained;
  2. No permanent diffusers are used;
  3. No plenum type return air system is employed;
  4. The HVAC duct system is adequately sealed to prevent the spread of airborne particulate and other contaminants; and
  5. Following the Building "flush out," all duct systems are vacuumed with portable high-efficiency particulate arrestance (HEPA) vacuums and documented clean in accordance with National Air Duct Cleaners Association (NADCA) specifications.
- F. **Flush-Out Procedure:**

1. HVAC flush-out shall commence after construction ends and the Building has been completely cleaned. All interior finishes, such as millwork, doors, paint, carpet, acoustic tiles, and movable furnishings (e.g., workstations, partitions), must be installed, and major VOC punch list items must be finished.
2. Prior to occupancy, Lessor shall install new filtration media and perform a building flush-out by supplying a total air volume of 14,000 cubic feet of outdoor air per square foot of gross floor area while maintaining an internal temperature of at least 60°F (15°C) and no higher than 80°F (27°C) and relative humidity no higher than 60%.
3. If the LCO determines that occupancy is required before flush-out can be completed, the Space may be occupied only after delivery of a minimum of 3,500 cubic feet of outdoor air per square foot of gross floor area while maintaining an internal temperature of at least 60°F (15°C) and no higher than 80°F (27°C) and relative humidity no higher than 60%. Once the Space is occupied, it must be ventilated at a minimum rate of 0.30 cubic foot per minute (cfm) per square foot of outdoor air or greater. During each day of the flush-out period, ventilation must begin at least three hours before occupancy and continue during occupancy. These conditions must be maintained until a total of 14,000 cubic feet per square foot of outdoor air (4 270 liters of outdoor air per square meter) has been delivered to the space.

**3.52 SYSTEMS COMMISSIONING (APR 2011)**

The Lessor shall incorporate commissioning requirements to verify that the installation and performance of energy consuming systems meet the Government's project requirements. The commissioning shall cover only work associated with TIs or alterations or at a minimum: heating, ventilating, air conditioning and refrigeration (HVAC&R) systems and associated controls, lighting controls, and domestic hot water systems.

**3.53 INTENTIONALLY DELETED****3.54 INTENTIONALLY DELETED****3.55 INTENTIONALLY DELETED**

## SECTION 4 DESIGN, CONSTRUCTION, AND POST AWARD ACTIVITIES

### 4.01 SCHEDULE FOR COMPLETION OF SPACE (OCT 2017) MODIFIED

Design and construction activities for the Space shall commence upon Lease award. The Lessor shall schedule the following activities to achieve timely completion of the work required by this Lease:

A. Block Planning Workshop: In conjunction with the Government, the Lessor shall commit as part of shell costs to a **3-day** block planning workshop tentatively scheduled to begin **15 Working Days after award** onsite or an alternate location agreed to by the Government. The architect will provide full design services so that the Block Plan can be completed during this conference.

B. Block Plan and Design Intent Drawings (DIDs).

1. Block Plan (shell). For the purposes of this Lease, the producing Block Plan is a shell cost and is defined as layout line drawings of the leased Space, reflecting all Lease requirements, and any additional details necessary for the purpose of preparing the DIDs including, but not limited to:

- a. Generic furniture layout,
- b. Wall, door, and built-in millwork locations.

2. DIDs. For the purposes of this Lease, DIDs are defined as layout line drawings of the leased Space, reflecting all Lease requirements, showing partitions and doors; schematic demolition; voice, data, and electrical outlet locations; finishes; generic furniture layout, and any additional details necessary to communicate the design intent to the lessor's architect for the purpose of preparing the construction documents (CDs). A full DID set must include the following elements:

Level 1 (included in shell rent):

- a. Cover Sheet;
- b. Demolition Plan (if applicable);
- c. Construction (Partition) Plan;
- d. Power/Communication (Electrical) Plan;
- e. Furniture Plan; and
- f. Finish Plan.

Level 2 (reimbursable):

After Lease Award, the Government may request the Lessor to submit a separate price proposal to provide Level 2 DIDs in addition to the Level 1 DIDs which are already priced as part of the shell rent. If requested, Level 2 DIDs must include the following Level 2 elements:

- a. Reflected Ceiling Plan;
- b. Interior Elevations;
- c. Interior Sections;
- d. Partition Type/ Section Plan; and
- e. Door/Hardware Schedule

C. The Lessor's preparation and submission of Design Intent Documents (DIDs):

The Lessor must submit to GSA, complete DIDs conforming to the requirements of this Lease, other Government-supplied information related to the tenant agency's interior build-out requirements, and the approved blocking plan not later than the following schedule:

- The Lessor shall complete the 1<sup>st</sup> Submission of DIDs within **30 working days of approved blocking plan**.
- The Government shall review the 1<sup>st</sup> Submission of DIDs and provide comments within **15 working days**.
- The Lessor shall complete the 2<sup>nd</sup> Submission DIDs incorporating the Government comments within **15 working days**.
- The Government shall review the 2<sup>nd</sup> Submission of DIDs and provide comments within **10 working days**.
- The Lessor shall complete the Final Submission of DIDs incorporating the Government comments within **10 working days**.
- The Government shall review the Final Submission of DIDs and provide comments within **10 working days**.

The Government (GSA and the tenant agency) shall attend two meetings at the Lessor's request for the purpose of providing information and direction in the development of DIDs. The Lessor should anticipate at least three submissions of DIDs before receiving approval.

At the initial DID meeting, the Lessor shall provide a minimum of three (3) finish options to include coordinated samples of finishes for all interior elements such as paint, wall coverings, base coving, carpet, window treatments, laminates, and flooring. All samples provided must comply with specifications set forth elsewhere in this Lease. The finish options shall be approved by the Government. The Lessor may not make any substitutions after the finish option is selected.

At the sole discretion of the Government, the Lessor may be required to submit a budget proposal based on the TIs and associated work as shown on the DIDs. This budget proposal shall be completed, as part of the shell cost, within 15 Working Days of the Government's request.

D. The Lessor's preparation and submission of Construction Documents (CDs):

The Lessor must complete the CDs, as part of the TI, conforming to the approved DIDs not later than the following schedule:

- **15 Working Days** to complete 50% CDs
- **10 Working Days** to complete 90% CDs
- **10 Working Days** to complete 100% CDs
- Lessor shall proceed with the TI Price Proposal incorporating 99% Gov't CD Comments and upon completion of 100% CDs.

The pricing for this work is included under the A/E fees established under Section 1 of the Lease. If during the preparation of CDs the Lessor becomes aware that any material requirement indicated in the approved DIDs cannot be reasonably achieved, the Lessor shall promptly notify GSA, and shall not proceed with completion of CDs until direction is received from the LCO. The LCO shall provide direction within **5 Working Days** of such notice, but the Government shall not be responsible for delays to completion of CDs occasioned by such circumstances. For the purpose of this paragraph, a "material requirement" shall mean any requirement necessary for the Government's intended use of the Space as provided for in, or reasonably inferable from, the Lease and the approved DIDs (e.g., number of workstations and required adjacencies).

E. Government review of CDs: The Government shall have:

- **15 Working Days** to review the 50% CDs
- **10 Working Days** to review the 90% CDs

F. The Lessor's preparation and submission of the TI price proposal: The Lessor shall prepare and submit a complete TI price proposal in accordance with this Lease within **30 Working Days** following the end of the Government CD review period.

G. The Lessor's preparation and submission of the BSAC price proposal: The Lessor shall prepare and submit a complete BSAC price proposal in accordance with this Lease within **30 Working Days** following the end of the Government CD review period.

H. Negotiation of TI and BSAC price proposals and issuance of notice to proceed (TI & BSAC NTP): The Government shall issue TI & BSAC NTPs within **90 Working Days** following the submission of the TI and BSAC price proposals; provided that price proposals conform to the requirements of the Lease and the parties negotiate a fair and reasonable price.

I. Construction of TIs and completion of other required construction work: The Lessor shall complete all work required to prepare the Premises as required in this Lease ready for use not later than **275 Working days** following issuance of NTP.

#### 4.02 CONSTRUCTION DOCUMENTS (SEP 2012)

The Lessor's CDs shall include all mechanical, electrical, plumbing, fire protection, life safety, lighting, structural, security, and architectural improvements scheduled for inclusion into the Space. CDs shall be annotated with all applicable specifications. CDs shall also clearly identify TIs already in place and the work to be done by the Lessor or others. Notwithstanding the Government's review of the CDs, the Lessor is solely responsible and liable for their technical accuracy and compliance with all applicable Lease requirements.

#### 4.03 TENANT IMPROVEMENTS PRICE PROPOSAL (OCT 2016)

- A. The Lessor's TI price proposal shall be supported by sufficient cost or pricing data to enable the Government to evaluate the reasonableness of the proposal, or documentation that the Proposal is based upon competitive proposals (as described below) obtained from entities not affiliated with the Lessor. Any work shown on the CDs that is required to be included in the Building shell rent or already priced as BSAC shall be clearly identified and excluded from the TI price proposal. After negotiation and acceptance of the TI price, GSA shall issue a NTP to the Lessor.
- B. Under the provisions of FAR Subpart 15.4, the Lessor shall submit a TI price proposal with information that is adequate for the Government to evaluate the reasonableness of the price or determining cost realism for the TIs within the time frame specified in this section. The TI price proposal shall use the fee rates specified in the "Tenant Improvement Fee Schedule" paragraph of this Lease. The Lessor shall exclude from the TI price proposal all costs for fixtures and/or other TIs already in place, provided the Government has accepted same. However, the Lessor will be reimbursed for costs to repair or improve the fixture(s) and/or any other improvements already in place. The Lessor must provide certified cost or pricing data for TI proposals exceeding the threshold in FAR 15.403-4, to establish a fair and reasonable price. For TI proposals that do not exceed the threshold in FAR 15.403-4, the Lessor shall submit adequate documentation to support the reasonableness of the price proposal as determined by the LCO.
- C. The TIs scope of work includes the Lease, the DIDs, the CDs, and written specifications. In cases of discrepancies, the Lessor shall immediately notify the LCO for resolution. All differences will be resolved by the LCO in accordance with the terms and conditions of the Lease.
- D. In lieu of requiring the submission of detailed cost or pricing data as described above, the Government (in accordance with FAR 15.403) is

willing to negotiate a price based upon the results of a competitive proposal process. A minimum of two qualified General Contractors (GCs) shall be invited by the Lessor to participate in the competitive proposal process. Each participant shall compete independently in the process. In the absence of sufficient competition from the GCs, a minimum of two qualified subcontractors from each trade of the Tenant Improvement Cost Summary (TICS) Table (described below) shall be invited to participate in the competitive proposal process.

- E. Each TI proposal shall be (1) submitted by the proposed General Contractors (or subcontractors) using the TICS Table in CSI Masterformat; (2) reviewed by the Lessor prior to submission to the Government to ensure compliance with the scope of work (specified above) and the proper allocation of shell and TI costs; and (3) reviewed by the Government. General Contractors shall submit the supporting bids from the major subcontractors along with additional backup to the TICS Table in a format acceptable to the Government. Backup will follow the TICS table Master format cost elements and be to level 5 as described in P-120, Project Estimating Requirements for the Public Buildings Service.
- F. Unless specifically designated in this Lease as a TI or BSAC cost, all construction costs shall be deemed to be included in the Shell Rent. Any costs in the GC's proposal for Building shell items shall be clearly identified on the TICS Table separately from the TI costs.
- G. The Government reserves the right to determine if bids meet the scope of work, that the price is reasonable, and that the Lessor's proposed contractors are qualified to perform the work. The Government reserves the right to reject all bids at its sole discretion. The Government reserves the right to attend or be represented at all negotiation sessions between the Lessor and potential contractors.
- H. The Lessor shall demonstrate to the Government that best efforts have been made to obtain the most competitive prices possible, and the Lessor shall accept responsibility for all prices through direct contracts with all contractors. The LCO shall issue to the Lessor a NTP with the TIs upon the Government's sole determination that the Lessor's proposal is acceptable. The Lessor shall complete the work within the time frame specified in this section of the Lease.

#### 4.04 BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC) PRICE PROPOSAL (SEP 2015)

The Lessor's BSAC price proposal shall be supported by sufficient cost or pricing data to enable the Government to evaluate the reasonableness of the proposal, or documentation that the Proposal is based upon competitive proposals. The pricing shall be submitted using the Security Unit Price List (SecUP).

#### 4.05 GREEN LEASE SUBMITTALS (OCT 2017)

The Lessor shall submit to the LCO:

- A. Product data sheets for floor coverings, paints and wall coverings, ceiling materials, all adhesives, wood products, suite and interior doors, subdividing partitions, wall base, door hardware finishes, window coverings, millwork substrate and millwork finishes, lighting and lighting controls, and insulation to be used within the leased Space. This information must be submitted NO LATER THAN the submission of the DIDs, if applicable.
- B. SDS or other appropriate documents upon request for products listed in the Lease. All SDS shall comply with Occupational Safety and Health Administration (OSHA) requirements for the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The Lessor and its agents shall comply with all recommended measures in the SDS to protect the health and safety of personnel.
- C. Re-use plan required in accordance with the "Existing Fit-out, Salvaged, or Re-used Building Material" paragraph in the Lease.
- D. Any waiver needed when not using materials from the Green Procurement Compilation list of acceptable products in accordance with the "Environmentally Preferable Product Requirements" paragraph in the Lease.
- E. Radon test results as may be required by the "Radon in Air" and "Radon in Water" paragraphs in the Lease.
- F. Construction waste management plan: Prior to construction commencement, a proposed plan following industry standards to recycle construction waste. The construction waste management plan shall quantify material diversion goals and maximize the materials to be recycled and/or salvaged (at least 50 percent) from construction, demolition, and packaging debris. Where the small quantity of material, the extraordinarily complex nature of the waste disposal method, or prohibitive expense for recycling would represent a genuine hardship, the Government, upon written request of the Lessor and approval of the LCO, may permit alternative means of disposal.
- G. Building recycling service plan: A Building recycling service plan with floor plans annotating recycling area(s) as part of DIDs, if applicable, to be reflected on the CD submission.
- H. A signed statement from the Lessor for the leased Space explaining how all HVAC systems serving the leased Space will achieve the desired ventilation of the Space during the flush-out period called for in the Lease.
- I. A written commissioning plan submitted to the LCO prior to the completion of DIDs, if applicable, that includes:
  - 1. A schedule of systems commissioning (revised as needed during all construction phases of the project, with such revisions provided to the LCO immediately); and
  - 2. A description of how commissioning requirements will be met and confirmed.
- J. INTENTIONALLY DELETED

- K. If renewable source power is purchased, documentation within 9 months of occupancy.

#### 4.06 CONSTRUCTION SCHEDULE AND INITIAL CONSTRUCTION MEETING (APR 2011) MODIFIED

The Lessor shall furnish a detailed construction schedule (such as Critical Path Method) to the Government within **10 Working Days** of issuance of the NTP and provide updated construction schedules every **20 Working Days**. Such schedule shall also indicate the dates available for Government contractors to install telephone/data lines or equipment, if needed. Within **10 Working Days** of NTP, the Lessor shall initiate a construction meeting. The Lessor will have contractor representatives including its architects, engineers, general contractor and sub-contractor representatives in attendance. The Lessor shall keep meeting minutes of discussion topics and attendance.

#### 4.07 PROGRESS REPORTS (JUN 2012)

After start of construction, the Lessor shall submit to the LCO written progress reports at intervals of **10 Working Days**. Each report shall include information as to the percentage of the work completed by phase and trade; a statement as to expected completion and occupancy dates; changes introduced into the work; and general remarks on such items as material shortages, strikes, weather, etc, that may affect timely completion. In addition, at the Government's discretion, the Lessor shall conduct meetings every two weeks to brief Government personnel and/or contractors regarding the progress of design and construction of the Space. The Lessor shall be responsible for taking and distributing minutes of these meetings.

#### 4.08 CONSTRUCTION INSPECTIONS (SEP 2015)

- A. The LCO or the LCO's designated technical representative may periodically inspect construction work to review compliance with Lease requirements and approved DIDs, if applicable.
- B. Periodic reviews, witnessing of tests, and inspections by the Government shall not constitute approval of the Lessor's apparent progress toward meeting the Government's objectives but are intended to discover any information which the LCO may be able to call to the Lessor's attention to prevent costly misdirection of effort. The Lessor shall remain responsible for designing, constructing, operating, and maintaining the Building in full accordance with the requirements of the Lease.

#### 4.09 ACCESS BY THE GOVERNMENT PRIOR TO ACCEPTANCE (SEP 2013)

The Government shall have the right to access any space within the Building during construction for the purposes of performing inspections or installing Government furnished equipment. The Government shall coordinate the activity of Government contractors with the Lessor to minimize conflicts with and disruption to other contractors on site. Access shall not be unreasonably denied to authorized Government officials including, but not limited to, Government contractors, subcontractors, or consultants acting on behalf of the Government on this project.

#### 4.10 ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY (SEP 2015)

- A. Ten (10) Working Days prior to the completion of the Space, the Lessor shall issue written notice to the Government to schedule the inspection of the Space for acceptance. The Government shall accept the Space only if the construction of Building shell and TIs conforming to this Lease and the approved DIDs, if applicable, is substantially complete, a Certificate of Occupancy (C of O) has been issued as set forth below, and the Building improvements necessary for acceptance as described in the paragraph "Building Improvements" are completed.
- B. The Space shall be considered substantially complete only if the Space may be used for its intended purpose, and completion of remaining work will not interfere unreasonably with the Government's enjoyment of the Space. Acceptance shall be final and binding upon the Government with respect to conformance of the completed TIs to the approved DIDs, with the exception of items identified on a punch list generated as a result of the inspection, concealed conditions, latent defects, or fraud, but shall not relieve the Lessor of any other Lease requirements.
- C. The Lessor shall provide a valid C of O, issued by the local jurisdiction, for the intended use of the Government. If the local jurisdiction does not issue C of O's or if the C of O is not available, the Lessor may satisfy this condition by providing a report prepared by a licensed fire protection engineer that indicates the Space and Building are compliant with all applicable local codes and ordinances and all fire protection and life safety-related requirements of this Lease.
- D. The Government will not be required to accept space prior to the schedule outlined in this Lease.

#### 4.11 LEASE TERM COMMENCEMENT DATE AND RENT RECONCILIATION (JUN 2012)

At acceptance, the Space shall be measured in accordance with the standards set forth in this Lease to determine the total ABOA SF in the Space. The rent for the Space will be adjusted based upon the measured ABOA square footage as outlined under the Payment clause of the General Clauses. At acceptance, the Lease term shall commence. The Lease Term Commencement Date, final measurement of the Premises, reconciliation of the annual rent, and amount of Commission Credit, if any, shall be memorialized by Lease Amendment.

**4.12 AS-BUILT DRAWINGS (OCT 2017)**

Not later than **45** days after the acceptance of the Space, the Lessor, at Lessor's expense, shall furnish to the Government a complete set of Computer Aided Design (CAD) files of as-built floor plans showing the Space under Lease, as well as corridors, stairways, and core areas. The plans shall have been generated by a CAD program which is compatible with the latest release of AutoCAD. The required file extension is ".DWG." Clean and purged files shall be submitted in a digital format. They shall be labeled with Building name, address, list of drawing(s), date of the drawing(s), and Lessor's architect and architect's phone number. The Lessor's operator shall demonstrate the submission on GSA equipment, if requested by the LCO.

**4.13 INTENTIONALLY DELETED****4.14 INTENTIONALLY DELETED****4.15 LESSOR'S PROJECT MANAGEMENT FEE (SEP 2013)**

A. The Lessor's project management fee shall cover all of the Lessor's project management costs associated with the delivery of Tenant Improvements, including, but not limited to:

1. Legal fees
2. Travel costs
3. Insurance
4. Home office overhead and other indirect costs
5. Carrying costs, exclusive of the TI amortization rate. Carrying costs are those costs of capital incurred for the delivery of TI, for the period starting from Lessor's outlay of funds, until the Lease Term Commencement Date.
6. Municipal, county, or state fees (not related to sales tax)
7. TI proposal preparation costs
8. Lessor's labor costs related to the management of the TI build-out.

B. At a minimum, the Lessor shall be responsible for performing the following services in order to receive the project management fee:

1. Provide assistance and expertise to the Government project team in the form of coordination, management, and administration of the design and construction process;
2. Monitor performance of the general contractor and other contractors, control schedules, and oversee financial accounts;
3. Conduct and document design and construction project meetings;
4. Perform administrative tasks, including documentation, record keeping (issuing meeting minutes), and payment validation in addition to submittal and change order processing;
5. Maintain Request for Information (RFI), submittal, and change order logs; and
6. Provide technical expertise (e.g. testing, estimating, resolving claims, or responding to inquiries).

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**SECTION 5     TENANT IMPROVEMENT COMPONENTS**

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**5.01     TENANT IMPROVEMENT REQUIREMENTS (OCT 2016)**

The TIs shall be designed, constructed, and maintained in accordance with the standards set forth in this Lease. For pricing, only those requirements designated within this Section 5, or designated as TIs within the attached agency requirements and Security Requirements, shall be deemed to be TI costs.

**5.02     INTENTIONALLY DELETED****5.03     INTENTIONALLY DELETED****5.04     WINDOW COVERINGS (JUN 2012) MODIFIED**

A. Window Blinds. All exterior windows shall be equipped with window blinds in new or like new condition, which shall be provided as part of the TIs. The blinds may be aluminum or plastic vertical blinds, horizontal blinds with aluminum slats of one-inch width or less, solar fabric roller shades, or an equivalent product pre-approved by the Government. The window blinds shall have non-corroding mechanisms and synthetic tapes. Color selection will be made by the Government.

B. INTENTIONALLY DELETED

**5.05     DOORS: SUITE ENTRY (SEP 2013)**

Suite entry doors shall be provided as part of the TIs and shall have a minimum clear opening of 32" wide x 84" high (per leaf). Doors shall meet the requirements of being a flush, solid core, 1-3/4-inch thick, wood door with a natural wood veneer face or an equivalent pre-approved by the Government. Hollow core wood doors are not acceptable. They shall be operable by a single effort; and shall meet the requirement of NFPA 101, Life Safety Code or the International Building Code (current as of the Lease Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a low VOC semi gloss oil-based paint finish with no formaldehyde.

**5.06     DOORS: INTERIOR (SEP 2013)**

Doors within the Space shall be provided as part of the TIs and shall have a minimum clear opening of 32" wide x 80" high. Doors shall be flush, solid core, wood with a natural wood veneer face or an equivalent door pre-approved by the LCO. Hollow core wood doors are not acceptable. They shall be operable with a single effort, and shall meet the requirements of NFPA 101, Life Safety Code or the International Building Code (current as of the Lease Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a low VOC semi-gloss oil-based paint with no formaldehyde.

**5.07     DOORS: HARDWARE (SEP 2013)**

Doors shall have door handles or door pulls with heavyweight hinges. The Lessor is encouraged to avoid the use of chrome-plated hardware. All doors shall have corresponding doorstops (wall- or floor-mounted) and silencers. All door entrances leading into the Space from public corridors and exterior doors shall have automatic door closers. Doors designated by the Government shall be equipped with 5-pin, tumbler cylinder locks and strike plates. All locks shall be master keyed. Furnish at least two master keys for each lock to the Government. Any exterior entrance shall have a high security lock, with appropriate key control procedures, as determined by Government specifications. Hinge pins and hasps shall be secured against unauthorized removal by using spot welds or pinned mounting bolts. The exterior side of the door shall have a lock guard or astragal to prevent tampering of the latch hardware. Doors used for egress only shall not have any operable exterior hardware. All security-locking arrangements on doors used for egress shall comply with requirements of NFPA 101 or the International Building Code current as of the Lease Award Date.

**5.08     DOORS: IDENTIFICATION (JUN 2012)**

Door identification shall be installed in approved locations adjacent to office entrances as part of the TIs. The form of door identification shall be approved by the Government.

**5.09     PARTITIONS: SUBDIVIDING (SEP 2015)**

A. Office subdividing partitions shall comply with applicable building codes and local requirements and ordinances and shall be provided as part of the TIs. Partitioning shall extend from the finished floor to the finished ceiling and shall be designed to provide a minimum sound transmission class (STC) of 37. Partitioning shall be installed by the Lessor at locations to be determined by the Government as identified in the DIDs, if applicable. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84).

- B. HVAC shall be rebalanced and lighting repositioned, as appropriate, after installation of partitions.
- C. If installed in accordance with the "Automatic Fire Sprinkler System" and "Fire Alarm System" paragraphs, sprinklers and fire alarm notification appliances shall be repositioned as appropriate after installation of partitions to maintain the level of fire protection and life safety.
- D. Partitioning requirements may be satisfied with existing partitions if they meet the Government's standards and layout requirements.
- E. Newly installed gypsum board material must be Greenguard Gold Certified or have 0 grams per liter of VOCs.

#### 5.10 WALL FINISHES (JUN 2012)

If the Government chooses to install a wall covering, the minimum standard is vinyl-free, chlorine-free, plasticizer-free wall covering with recycled content or bio-based commercial wall covering weighing not less than 13 ounces per square yard or equivalent. If the Government chooses to install a high-performance paint coating, it shall comply with the VOC limits of the Green Seal Standard GS-11.

#### 5.11 PAINTING – TI (OCT 2017)

- A. Prior to acceptance, all surfaces within the Space which are designated by GSA for painting shall be newly finished in colors acceptable to the Government.
- B. The Lessor shall provide interior paints, primers, coatings, stains, and sealers that meet or are equivalent to the Green Seal GS-11 standard that incorporates environmental, health, and performance criteria.
- C. The Lessor shall use reprocessed latex paint in accordance with EPA's CPG (Comprehensive Procurement Guidelines) on all painted surfaces where feasible. The type of paint shall be acceptable to the Government.

#### 5.12 FLOOR COVERINGS AND PERIMETERS (OCT 2017)

- A. Broadloom carpet or carpet tiles shall meet the requirements set forth in the specifications below. Floor perimeters at partitions shall have wood, rubber, vinyl, or carpet base. Floor covering shall be installed in accordance with manufacturing instructions to lay smoothly and evenly.
- B. The use of existing carpet may be approved by the Government; however, existing carpet shall be repaired, stretched, and cleaned before occupancy and shall meet the static buildup requirement as stated in the specifications below.
- C. Any alternate flooring shall be pre-approved by the Government.
- D. SPECIFICATIONS FOR CARPET TO BE NEWLY INSTALLED OR REPLACED

1. Product sustainability and environmental requirements. Floor covering and perimeter products must meet at least one of the environmentally preferable criteria within the non-federal, multi-attribute standards and ecolabels categories, as outlined under the Green Procurement Compilation at [www.sftool.gov/greenprocurement](http://www.sftool.gov/greenprocurement).
2. Face fiber content. Face yarn must be 100 percent nylon fiber. Loop Pile shall be 100 percent Bulk Continuous Filament (BCF); cut and loop shall be 100 percent BCF for the loop portion and may be BCF or staple for the cut portion; cut pile carpet shall be staple or BCF.
3. Performance requirements for broadloom and modular tile:
  - a. Static: Less than or equal to 3.5 kV when tested by AATCC Test Method 134 (Step Test Option).
  - b. Flammability: Meets CPSC-FF-1-70, DOC-FF-1-70 Methenamine Tablet Test criteria.
  - c. Flooring Radiant Panel Test: Meets NFPA 253 Class I or II depending upon occupancy and fire code when tested under ASTM E-648 for glue down installation.
  - d. Smoke Density: NBS Smoke Chamber - Less than 450 Flaming Mode when tested under ASTM E-662.

**NOTE:** Testing must be performed in a NVLAP accredited laboratory.

4. Texture Appearance Retention Rating (TARR). Carpet must meet TARR rating of at least 3.0 TARR for moderate traffic areas such as private offices, and heavy traffic areas such as training space, conference rooms, courtrooms, etc., and at least 3.5 TARR for severe traffic areas, including open office space, cafeteria, corridors and lobbies. The carpet must be evaluated using ASTM D-5252 Hexapod Drum Test as per the commercial carpet test procedure and the TARR classification determined using ASTM D-7330.
5. Carpet reclamation. Reclamation of existing carpet to be determined with potential vendor. When carpet is replaced, submit certification documentation from the reclamation facility to the LCO.
6. Warranty. Submit a copy of the manufacturer's standard warranty to the LCO within the first 60 days of Government occupancy. The Government is to be a beneficiary of the terms of this warranty.

**5.13 HEATING AND AIR CONDITIONING (JUN 2012)**

Zone Control. Provide individual thermostat control for office Space with control areas not to exceed 1,500 ABOA SF. Interior spaces must be separately zoned. Specialty occupancies (conference rooms, kitchens, etc.) must have active controls capable of sensing Space use and modulating HVAC system in response to Space demand. Areas that routinely have extended hours of operation shall be environmentally controlled through dedicated heating and air conditioning equipment. Special purpose areas (such as photocopy centers, large conference rooms, computer rooms, etc.) with an internal cooling load in excess of 5 tons shall be independently controlled. Provide concealed package air conditioning equipment to meet localized spot cooling of tenant special equipment. Portable space heaters are prohibited.

**5.14 ELECTRICAL: DISTRIBUTION (SEP 2015)**

- A. All electrical, telephone, and data outlets within the Space shall be installed by the Lessor in accordance with the DIDs, if applicable. All electrical outlets shall be installed in accordance with NFPA Standard 70.
- B. All outlets within the Space shall be marked and coded for ease of wire tracing; outlets shall be circuited separately from lighting. All floor outlets shall be flush with the plane of the finished floor. Outlet cover colors shall be coordinated with partition finish selections.
- C. The Lessor shall in all cases safely conceal outlets and associated wiring (for electricity, voice, and data) to the workstation(s) in partitions, ceiling plenums, in recessed floor ducts, under raised flooring, or by use of a method acceptable to the Government.

**5.15 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT (JUN 2012)**

Telecommunications floor or wall outlets shall be provided as part of the TIs. At a minimum, each outlet shall house one 4-pair wire jack for voice and one 4-pair wire jack for data. The Lessor shall ensure that all outlets and associated wiring, copper, coaxial cable, optical fiber, or other transmission medium used to transmit telecommunications (voice, data, video, Internet, or other emerging technologies) service to the workstation shall be safely concealed under raised floors, in floor ducts, walls, columns, or molding. All outlets/junction boxes shall be provided with rings and pull strings to facilitate the installation of cable. Some transmission medium may require special conduit, inner duct, or shielding as specified by the Government.

**5.16 TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS (AUG 2008)**

Provide sealed conduit to house the agency telecommunications system when required.

**5.17 DATA DISTRIBUTION (JUN 2012) MODIFIED**

The Lessor shall be responsible for the cost of purchasing and installing data cable as a Tenant Improvement cost. The Lessor shall safely conceal data outlets and the associated wiring used to transmit data to workstations in floor ducts, walls, columns, or below access flooring. The Lessor shall provide as part of the TI, outlets with rings and pull strings to facilitate the installation of the data cable. When cable consists of multiple runs, the Lessor shall provide ladder type or other acceptable cable trays as a Tenant Improvement cost to prevent Lessor-provided cable coming into contact with suspended ceilings or sprinkler piping. Cable trays shall form a loop around the perimeter of the Space such that they are within a 30-foot horizontal distance of any single drop.

**5.18 ELECTRICAL, TELEPHONE, DATA FOR SYSTEMS FURNITURE (JUN 2012) MODIFIED**

- A. The Lessor shall provide as part of the TIs separate data, telephone, and electric junction boxes for the base feed connections to Government provided modular or systems furniture, when such feeds are supplied via wall outlets or floor penetrations. When overhead feeds are used, junction boxes shall be installed for electrical connections. Raceways shall be provided throughout the furniture panels to distribute the electrical, telephone, and data cable. The Lessor shall provide all electrical service wiring and connections to the furniture at designated junction points as a Tenant Improvement cost. Each electrical junction shall contain an 8-wire feed consisting of 3 general purpose 120-V circuits with 1 neutral and 1 ground wire, and a 120-V isolated ground circuit with 1 neutral and 1 isolated ground wire. A 20-ampere circuit shall have no more than 8 general purpose receptacles or 4 isolated ground "computer" receptacles.
- B. The Lessor shall be responsible for the cost of purchasing data and telecommunications cable as a Tenant Improvement cost. Said cable shall be installed and connected to systems furniture by the Lessor/contractor with the assistance and/or advice of the Government or computer vendor. The Lessor shall provide wall mounted data and telephone junction boxes, which shall include rings and pull strings to facilitate the installation of the data and telecommunications cable as a Tenant Improvement cost. When cable consists of multiple runs, the Lessor shall provide ladder-type or other acceptable cable trays as a Tenant Improvement Cost to prevent Government provided cable coming into contact with suspended ceilings or sprinkler piping. Cable trays shall form a loop around the perimeter of the Space such that they are within a 30-foot horizontal distance of any single drop. Said cable trays shall provide access to both telecommunications data closets and telephone closets.
- C. The Lessor shall furnish and install suitably sized junction boxes near the "feeding points" of the furniture panels as a Tenant Improvement cost. All "feeding points" shall be shown on Government approved design intent drawings. The Lessor shall temporarily cap off the wiring in the junction boxes until the furniture is installed. The Lessor shall make all connections in the power panel and shall keep the circuit

breakers off. The Lessor shall identify each circuit with the breaker number and shall identify the computer hardware to be connected to it. The Lessor shall identify each breaker at the panel and identify the devices that it serves.

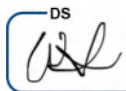
- D. The Lessor's electrical contractor must connect power poles or base feeds in the junction boxes to the furniture electrical system and test all pre-wired receptacles in the systems furniture as a Tenant Improvement cost. Other Government contractors will be installing the data cable in the furniture panels for the terminal and printer locations, installing the connectors on the terminal/printer ends of the cable, and continuity testing each cable. Work shall be coordinated and performed in conjunction with the furniture, telephone, and data cable installers. Much of this work may occur over a weekend on a schedule that requires flexibility and on-call visits. The Lessor must coordinate the application of Certification of Occupancy with furniture installation.

#### 5.19 LIGHTING: INTERIOR AND PARKING – TI (SEP 2015)

- A. FIXTURES: Once the design intent drawings are approved, the Lessor shall design and provide interior lighting to comply with requirements under the paragraph, "Lighting: Interior and Parking – Shell." Any additional lighting fixtures and/or components required beyond what would have been provided for an open office plan (shell) are part of the TIs.
- B. PENDANT STYLE FIXTURES: If pendant style lighting fixtures are used, the increase between the number of fixtures required in the Building shell and the Space layout is part of the TIs.
- C. MIXED FIXTURES: DIDs, if applicable, may require a mixed use of recessed or pendant style fixtures in the Space.
- D. BUILDING PERIMETER: There may be additional requirements for lighting in exterior parking areas, vehicle driveways, pedestrian walkways, and Building perimeter in the Security Requirements attached to this Lease.

#### 5.20 AUTOMATIC FIRE SPRINKLER SYSTEM - TI (OCT 2016)

Where sprinklers are required in the Space, sprinkler mains and distribution piping in a "protection" layout (open plan) with heads turned down with an escutcheon or trim plate shall be provided as part of Shell rent. Any additional sprinkler fixtures and/or components required in the Space beyond what would have been provided for an open office plan (shell) are part of the TIs.

DS  


DS  
 LESSOR  GOVERNMENT: 

## SECTION 6 UTILITIES, SERVICES, AND OBLIGATIONS DURING THE LEASE TERM

### 6.01 PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS (JUN 2012)

- A. The Government's normal hours of operations are established as **6:00 AM to 6:00 PM**, Monday through Friday, with the exception of Federal holidays. Services, maintenance, and utilities shall be provided during these hours. The Government shall have access to the Premises and its Appurtenant Areas at all times without additional payment, including the use, during other than normal hours, of necessary services and utilities such as elevators, restrooms, lights, and electric power. Cleaning shall be performed during normal hours.
- B. The Lessor and the Lessor's representatives, employees and contractors shall demonstrate a cooperative, positive, welcoming, respectful, professional and business-like demeanor and shall present a neat, clean, job-appropriate (professional) appearance.

### 6.02 UTILITIES (APR 2011)

The Lessor is responsible for providing all utilities necessary for base Building and tenant operations as part of the rental consideration.

### 6.03 INTENTIONALLY DELETED

### 6.04 UTILITY CONSUMPTION REPORTING (OCT 2016)

Upon the effective date of the Lease, only for leases over 10,000 RSF, the Lessor shall provide regular quarterly reports for the amount of utilities (including water) consumed at the Building broken down by utility type per month for the duration of the Lease. Lessors shall report this utility consumption data within 45 calendar days of the end of each calendar quarter in the Environmental Protection Agency (EPA) Portfolio Manager online tool [HTTPS://WWW.ENERGYSTAR.GOV/](https://www.energystar.gov/). Data reported includes, but is not limited to, the number of actual units consumed, by utility type per month, and associated start and end date(s) for that consumption.

(Refer to the following link for reporting guidance: [www.gsa.gov/ucr](http://www.gsa.gov/ucr))

### 6.05 HEATING AND AIR CONDITIONING (OCT 2018)

- A. In all office areas, temperatures shall conform to local commercial equivalent temperature levels and operating practices in order to maximize tenant satisfaction. These temperatures shall be maintained throughout the leased Premises and service areas, regardless of outside temperatures, during the hours of operation specified in the Lease. The Lessor shall perform any necessary systems start-up required to meet the commercially equivalent temperature levels prior to the first hour of each day's operation. At all times, humidity shall be maintained below 60% relative humidity.
- B. During non-working hours, heating temperatures shall be set no higher than 55° Fahrenheit, and air conditioning shall not be provided except as necessary to return Space temperatures to a suitable level for the beginning of working hours. Thermostats shall be secured from manual operation by key or locked cage. A key shall be provided to the Government's designated representative.
- C. Thermal comfort. During all working hours, comply with the latest edition of ASHRAE Standard 55, Thermal Comfort Conditions for Human Occupancy.
- D. Warehouse or garage areas require heating and ventilation only. Cooling of this Space is not required. Temperature of warehouse or garage areas shall be maintained at a minimum of 50° Fahrenheit.
- E. The Lessor shall conduct HVAC system balancing after any HVAC system alterations during the term of the Lease and shall make a reasonable attempt to schedule major construction outside of office hours.
- F. Normal HVAC systems' maintenance shall not disrupt tenant operations.
- G. **1,440** ABOA SF of the Premises shall receive cooling at all times (24 hrs a day, 365 days a year) for purposes of cooling the designated server room. The peak BTU output of this room is established as **220,000** BTU per hour. The temperature of this room shall be maintained at **72** degrees F, with humidity control not to exceed 60% relative humidity, regardless of outside temperature or seasonal changes.
- H. In addition to the server room requirements stated above, the following areas shall receive HVAC at all times:
1. Approximately 15,000 ABOA SF of secured space located on Level G.
- I. The 24 hour, 365 days a year HVAC service(s) stated above shall be provided by the Lessor as part of the operating rent established under the Lease.

### 6.06 OVERTIME HVAC USAGE (OCT 2018)

- A. If there is to be a charge for heating or cooling outside of the Building's normal hours, such services shall be provided at the hourly rates set forth elsewhere in the Lease. Overtime usage services may be ordered by the Government's authorized representative only.
- B. When the cost of service is \$3,500 or less, the service may be ordered orally. An invoice shall be submitted to the official placing the order for certification and payment. Orders for services costing more than \$3,500 shall be placed using GSA Form 300, Order for Supplies or Services, or other approved service requisition procurement document. An invoice conforming to the requirements of this Lease shall be submitted to the official placing the order for certification and payment.
- C. Failure to submit a proper invoice within 120 days of providing overtime utilities shall constitute a waiver of the Lessor's right to receive any payment for such overtime utilities pursuant to this Lease.

#### 6.07 JANITORIAL SERVICES (JUN 2012)

The Lessor shall maintain the Premises and all areas of the Property to which the Government has routine access in a clean condition and shall provide supplies and equipment for the term of the Lease. The following schedule describes the level of services intended. Performance will be based on the LCO's evaluation of results, not the frequency or method of performance.

- A. Daily. Empty trash receptacles. Sweep entrances, lobbies, and corridors. Spot sweep floors, and spot vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restrooms. Clean all restroom fixtures, and replenish restroom supplies. Dispose of all trash and garbage generated in or about the Building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Dust horizontal surfaces that are readily available and visibly require dusting. Spray buff resilient floors in main corridors, entrances, and lobbies. Clean elevators and escalators. Remove carpet stains. Police sidewalks, parking areas, and driveways. Sweep loading dock areas and platforms. Clean glass entry doors to the Space.
- B. Three times a week. Sweep or vacuum stairs.
- C. Weekly. Damp mop and spray buff all resilient floors in restrooms and health units. Sweep sidewalks, parking areas, and driveways (weather permitting).
- D. Every two weeks. Spray buff resilient floors in secondary corridors, entrance, and lobbies. Damp mop and spray buff hard and resilient floors in office Space.
- E. Monthly. Thoroughly dust furniture. Completely sweep and/or vacuum carpets. Sweep storage Space. Spot clean all wall surfaces within 70 inches of the floor.
- F. Every two months. Damp wipe restroom wastepaper receptacles, stall partitions, doors, window sills, and frames. Shampoo entrance and elevator carpets.
- G. Three times a year. Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces. Clean metal and marble surfaces in lobbies. Wet mop or scrub garages.
- H. Twice a year. Wash all interior and exterior windows and other glass surfaces. Strip and apply four coats of finish to resilient floors in restrooms. Strip and refinish main corridors and other heavy traffic areas.
- I. Annually. Wash all venetian blinds, and dust 6 months from washing. Vacuum or dust all surfaces in the Building more than 70 inches from the floor, including light fixtures. Vacuum all draperies in place. Strip and refinish floors in offices and secondary lobbies and corridors. Shampoo carpets in corridors and lobbies. Clean balconies, ledges, courts, areaways, and flat roofs.
- J. Every two years. Shampoo carpets in all offices and other non-public areas.
- K. Every five years. Dry clean or wash (as appropriate) all draperies.
- L. As required. Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide and empty exterior ash cans and clean area of any discarded cigarette butts.
- M. Pest control. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the GSA Environmental Management Integrated Pest Management Technique Guide (E402-1001).

#### 6.08 SELECTION OF CLEANING PRODUCTS (OCT 2016)

The Lessor shall use cleaning products (including general purpose cleaners, floor cleaners, hand soap, etc.) that comply with either the Green Seal standard, the UL/EcoLogo standard, EPA's Safer Choice designation, or a substitute acceptable to the LCO. Hand soap products shall also be Certified BioPreferred.

**6.09 SELECTION OF PAPER PRODUCTS (APR 2015)**

The Lessor shall select paper and paper products (e.g., restroom tissue and paper towels) conforming to the Green Seal Standard (GS-1), or a substitute acceptable to the LCO.

**6.10 SNOW REMOVAL (APR 2011)**

Lessor shall provide snow removal services for the Government on all days for which this Lease has designated normal hours. Lessor shall clear parking lots if the accumulation of snow exceeds two inches. Lessor shall clear sidewalks, walkways and other entrances before accumulation exceeds 1.5 inches. The snow removal shall take place no later than 5:00 AM, without exception. Should accumulation continue throughout the day, the Lessor shall provide such additional snow removal services to prevent accumulation greater than the maximums specified in this paragraph. In addition to snow removal, the Lessor shall keep walkways, sidewalks and parking lots free of ice during the normal hours. The Lessor shall remove excess buildup of sand and/or ice melt to minimize slipping hazards. If the Building entrance(s) has a northern exposure, then Lessor shall take additional measures to protect the safety of pedestrians.

**6.11 MAINTENANCE AND TESTING OF SYSTEMS (SEP 2013)**

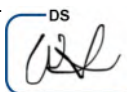
- A. The Lessor is responsible for the total maintenance and repair of the leased Premises. Such maintenance and repairs include the site and private access roads. All equipment and systems shall be maintained to provide reliable, energy efficient service without unusual interruption, disturbing noises, exposure to fire or safety hazards, uncomfortable drafts, excessive air velocities, or unusual emissions of dirt. The Lessor's maintenance responsibility includes initial supply and replacement of all supplies, materials, and equipment necessary for such maintenance. Maintenance, testing, and inspection of appropriate equipment and systems shall be done in accordance with current applicable codes, and inspection certificates shall be displayed as appropriate. Copies of all records in this regard shall be forwarded to the Government's designated representative.
- B. At the Lessor's expense, the Government reserves the right to require documentation of proper operations, inspection, testing, and maintenance of fire protection systems, such as, but not limited to, fire alarm, fire sprinkler, standpipes, fire pump, emergency lighting, illuminated exit signs, emergency generator, prior to occupancy to ensure proper operation. These tests shall be witnessed by the Government's designated representative.

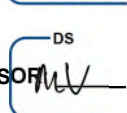
**6.12 MAINTENANCE OF PROVIDED FINISHES (OCT 2016)**

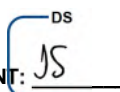
- A. Paint, wall coverings. Lessor shall maintain all wall coverings and high performance paint coatings in "like new" condition for the life of the Lease. All painted surfaces shall be repainted at the Lessor's expense, including the moving and returning of furnishings, any time during the occupancy by the Government if the paint is peeling or permanently stained, except where damaged due to the negligence of the Government. All work shall be done after normal working hours as defined elsewhere in this Lease. In addition to the foregoing requirement,
1. Lessor shall repaint common areas at least every three years.
  2. Lessor shall perform cyclical repainting of the Space in the **10th** year of occupancy. This cost, including the moving and returning of furnishings, as well as disassembly and reassembly of systems furniture per manufacturer's warranty, shall be at the Lessor's expense.
- B. Carpet and flooring.
1. Except when damaged by the Government, the Lessor shall repair or replace flooring at any time during the Lease term when:
    - a. Backing or underlayment is exposed;
    - b. There are noticeable variations in surface color or texture;
    - c. It has curls, upturned edges, or other noticeable variations in texture;
    - d. Tiles are loose; or,
    - e. Tears or tripping hazards are present.
  2. Notwithstanding the foregoing, as part of the rental consideration, the Lessor shall replace all carpet and base coving in the Space in the **10th** year, with a product which meets the requirements in the "Floor Coverings and Perimeters" paragraph in this Lease.
  3. Repair or replacement shall include the moving and returning of furnishings, including disassembly and reassembly of systems furniture per manufacturer's warranty, if necessary. Work shall be performed after the normal hours established elsewhere in this Lease.

**6.13 ASBESTOS ABATEMENT (APR 2011)**

If asbestos abatement work is to be performed in the Space after occupancy, the Lessor shall submit to the Government the occupant safety plan and a description of the methods of abatement and re-occupancy clearance, in accordance with OSHA, EPA, DOT, state, and local regulations and guidance, at least 4 weeks prior to the abatement work.

DS  


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**6.14 ONSITE LESSOR MANAGEMENT (APR 2011)**

The Lessor shall provide an onsite Building superintendent or a locally designated representative available to promptly respond to deficiencies, and immediately address all emergency situations.

**6.15 IDENTITY VERIFICATION OF PERSONNEL (OCT 2016)**

- A. The Government reserves the right to verify identities of personnel with routine and/or unaccompanied access to the Government's Space, including both pre and post occupancy periods. The Lessor shall comply with the agency personal identity verification procedures below that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and M-11-11, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended. These policies require the Government to conduct background investigations and make HSPD-12 compliant suitability determinations for all persons with routine or unaccompanied access to Government leased Space. By definition, this includes at a minimum each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractors who will provide building operating services requiring routine access to the Government's leased Space for a period greater than 6 months. The Government may also require this information for the Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's Space.
- B. Application Process: The background investigation will be done using the Government's prescribed process. The Lessor must provide information on each of their contractor/personnel meeting the above criteria to the Government, whereupon each identified contractor/personnel will be notified with instructions for completing the identity verification application within a given time frame. The application process will include completing supplemental information forms that must be inputted into the identity verification system in order for the application to be considered complete. Additionally, the Lessor must ensure prompt completion of the fingerprint process for their contractor/personnel. Email notifications will be sent with instructions on the steps to be taken to schedule an appointment for fingerprinting at an approved regional location along with instructions on how to complete the background investigation application.
- C. The Lessor must ensure the Lease Contracting Officer (or the Lease Contracting Officer's designated representative) has all of the requested documentation timely to ensure the completion of the investigation.
- D. Based on the information furnished, the Government will conduct background investigations. The Lease Contracting Officer will advise the Lessor in writing if a person fails the investigation, and, effective immediately, that person will no longer be allowed to work or be assigned to work in the Government's Space.
- E. Throughout the life of the Lease, the Lessor shall provide the same data for any new employees, contractors, or subcontractors who will be assigned to the Government's space in accordance with the above criteria. In the event the Lessor's contractor or subcontractor is subsequently replaced, the new contractor or subcontractor is not required to have persons re-apply who were cleared through this process while associated with the former contractor or subcontractor in accordance with GSA policy. The Lessor shall require each cleared person to re-apply and obtain a new clearance in accordance with GSA policy.
- F. The Lessor is accountable for not allowing contractors to start work without the successful completion of the appropriate background investigation as required by GSA policy.
- G. Access Card Retrieval/Return: Upon an Entry on Duty notification, the Government will issue a Personal Identity Verification (PIV) credential that is sometimes referred to as a GSA Access card. Lessors are responsible for all PIV credential issued to their contractors/personnel pursuant to this Lease. Lessors are specifically responsible for ensuring that all GSA PIV access cards are returned to the Lease Contracting Officer or their designee whenever their employees or a contractor no longer require access to the Space (such as When no longer needed for contract performance, upon completion of the Contractor employee's employment, and upon contract completion or termination). Additionally, the Lessor must notify the Lease Contracting Officer or their designee whenever a GSA PIV Access card is lost or stolen in which event the Lessor may be responsible for reimbursing the Government for replacement credentials at the current cost per PIV HSPD12 credential. Unreturned PIV Access cards will be considered as lost or stolen cards.
- H. The Government reserves the right to conduct additional background checks on Lessor personnel and contractors with routine access to Government leased Space throughout the term of the Lease to determine who may have access to the Premises.
- I. The Lease Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.
- J. The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a federal information system.

**6.16 SCHEDULE OF PERIODIC SERVICES (JUN 2012)**

Within 60 days after occupancy by the Government, the Lessor shall provide the LCO with a detailed written schedule of all periodic services and maintenance to be performed other than daily, weekly, or monthly.

**6.17 LANDSCAPING (OCT 2016)**

- A. Landscape management practices shall prevent pollution by:

1. Employing practices which avoid or minimize the need for fertilizers and pesticides;
2. Prohibiting the use of the 2,4-Dichlorophenoxyacetic Acid (2,4-D) herbicide and organophosphates; and
3. Composting/recycling all yard waste.

- B. The Lessor shall use landscaping products with recycled content as required by EPA's CPG for landscaping products. Refer to EPA's CPG web site, [HTTPS://WWW.EPA.GOV/SMM/COMPREHENSIVE-PROCUREMENT-GUIDELINE-CPG-PROGRAM](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program)
- C. If the Lessor satisfies performance of this Lease by new construction, and where conditions permit, the site shall be landscaped for low maintenance and water conservation with plants that are either native or well-adapted to local growing conditions.

#### 6.18 LANDSCAPE MAINTENANCE (APR 2011)

Landscape maintenance shall be performed during the growing season at not less than a weekly cycle and shall consist of watering, weeding, mowing, and policing the area to keep it free of debris. Pruning and fertilization shall be done on an as-needed basis. In addition, dead, dying, or damaged plants shall be replaced.

#### 6.19 RECYCLING (JUN 2012)

- A. For Leases greater than 10,000 rentable SF, with a Lease term greater than six months, the Lessor shall establish a recycling program for (at a minimum) paper, corrugated cardboard, glass, plastics, and metals where local markets for recovered materials exist.
- B. Where state or local law, code, or ordinance requires recycling programs for the Premises, Lessor shall comply with such state and/or local law, code, or ordinance.
- C. When implementing any recycling program, the Lessor shall provide an easily accessible, appropriately sized area (2 SF per 1,000 SF of Building gross floor area) that serves the Space for the collection and storage of materials for recycling. Telecom rooms are not acceptable as recycling space. During the Lease term, the Lessor agrees, upon request, to provide the Government with additional information concerning recycling programs maintained in the Building and in the Space.

#### 6.20 RANDOLPH-SHEPPARD COMPLIANCE (SEP 2013)

During the term of the Lease, the Lessor may not establish vending facilities within the leased Space that will compete with any Randolph-Sheppard vending facilities.

#### 6.21 SAFEGUARDING AND DISSEMINATION OF SENSITIVE BUT UNCLASSIFIED (SBU) BUILDING INFORMATION (OCT 2017)

This paragraph applies to all recipients of SBU Building information, including, bidders, awardees, contractors, subcontractors, Lessors, suppliers, and manufacturers.

- A. MARKING SBU. Contractor-generated documents that contain Building information must be reviewed by GSA to identify any SBU content, before the original or any copies are disseminated to any other parties. If SBU content is identified, the LCO may direct the contractor, as specified elsewhere in this contract, to imprint or affix SBU document markings to the original documents and all copies, before any dissemination.
- B. AUTHORIZED RECIPIENTS. Building information considered SBU must be protected with access strictly controlled and limited to those individuals having a need to know such information. Those with a need to know may include Federal, state, and local government entities, and nongovernment entities engaged in the conduct of business on behalf of or with GSA. Nongovernment entities may include architects, engineers, consultants, contractors, subcontractors, suppliers, and others submitting an offer or bid to GSA or performing work under a GSA contract or subcontract. Contractors must provide SBU Building information when needed for the performance of official Federal, state, and local government functions, such as for code compliance reviews and for the issuance of Building permits. Public safety entities such as fire and utility departments may require access to SBU Building information on a need to know basis. This paragraph must not prevent or encumber the dissemination of SBU Building information to public safety entities.
- C. DISSEMINATION OF SBU BUILDING INFORMATION:
1. BY ELECTRONIC TRANSMISSION. Electronic transmission of SBU information outside of the GSA firewall and network must use session (or alternatively file encryption). Sessions (or files) must be encrypted with an approved NIST algorithm, such as Advanced Encryption Standard (AES) or Triple Data Encryption Standard (3DES), in accordance with Federal Information Processing Standards Publication (FIPS PUB) 140-2, Security Requirements for Cryptographic Modules. Encryption tools that meet FIPS 140-2 are referenced on the NIST web page found at the following URL: <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm>. All encryption products used to satisfy the FIPS 140-2 requirement should have a validation certificate that can be verified at the <http://csrc.nist.gov/groups/STM/cmvp/validation.html#02>. (Not all vendors of security products that claim conformance with FIPS 140-2 have validation certificates.) Contractors must provide SBU Building information only to authorized representatives of state, Federal, and local government entities and firms currently registered as "active" in the SAM database at

<https://www.acquisition.gov> that have a need to know such information. If a subcontractor is not registered in SAM and has a need to possess SBU Building information, the subcontractor shall provide to the contractor its DUNS number or its tax ID number and a copy of its business license.

2. **BY NON-ELECTRONIC FORM OR ON PORTABLE ELECTRONIC DATA STORAGE DEVICES.** Portable electronic data storage devices include but are not limited to CDs, DVDs, and USB drives. Non-electronic forms of SBU Building information include paper documents.
  - a. **By mail.** Utilize only methods of shipping that provide services for monitoring receipt such as track and confirm, proof of delivery, signature confirmation, or return receipt.
  - b. **In person.** Contractors must provide SBU Building information only to authorized representatives of state, Federal, and local government entities and firms currently registered as "active" in the SAM database that have a need to know such information.
3. **RECORD KEEPING.** Contractors must maintain a list of the state, Federal, and local government entities and the firms to which SBU is disseminated under sections C1 and C2 of this paragraph. This list must include at a minimum
  - a. The name of the state, Federal, or local government entity or firm to which SBU has been disseminated;
  - b. The name of the individual at the entity or firm who is responsible for protecting the SBU Building information, with access strictly controlled and limited to those individuals having a need to know such information;
  - c. Contact information for the named individual; and
  - d. A description of the SBU Building information provided.

Once work is completed, or for leased Space with the submission of the as built drawings, the contractor must collect all lists maintained in accordance with this paragraph, including those maintained by any subcontractors and suppliers, and submit them to the LCO.

- D. **RETAINING SBU DOCUMENTS.** SBU Building information (both electronic and paper formats) must be protected, with access strictly controlled and limited to those individuals having a need to know such information.
- E. **DESTROYING SBU BUILDING INFORMATION.** SBU Building information must be destroyed such that the marked information is rendered unreadable and incapable of being restored, or returned to the LCO, when no longer needed, in accordance with guidelines provided for media sanitization available at <http://csrc.nist.gov/publications/PubsTC.html#Forensics>. At the Web site, locate SP 800-88, Guidelines for Media Sanitization, available at [HTTP://CSRC.NIST.GOV/PUBLICATIONS/NISTPUBS/800-88/NISTSP800-88\\_REV1.PDF](http://CSRC.NIST.GOV/PUBLICATIONS/NISTPUBS/800-88/NISTSP800-88_REV1.PDF) and click on the file name NISTSP800-88\_REV1.pdf. From there, you can choose to "Save" or "Download" the file. If SBU Building information is not returned to the LCO, examples of acceptable destruction methods for SBU Building information are burning or shredding hardcopy; physically destroying portable electronic storage devices such as CDs, DVDs, and USB drives; deleting and removing files from electronic recycling bins; and removing material from computer hard drives using a permanent-erase utility such as bit-wiping software or disk crushers.
- F. **NOTICE OF DISPOSAL.** The contractor must notify the LCO that all SBU Building information has been destroyed, or returned to the LCO, by the contractor and its subcontractors or suppliers in accordance with section (e) of this paragraph, with the exception of the contractor's record copy. This notice must be submitted to the LCO at the completion of the contract in order to receive final payment. For Leases, this notice must be submitted to the LCO at the completion of the Lease term.
- G. **INCIDENTS.** All improper disclosures of SBU Building information must be reported immediately to the LCO and the GSA Incident Response Team Center at [gsa-ir@gsa.gov](mailto:gsa-ir@gsa.gov). If the contract provides for progress payments, the LCO may withhold approval of progress payments until the contractor provides a corrective action plan explaining how the contractor will prevent future improper disclosures of SBU Building information. Progress payments may also be withheld for failure to comply with any provision in this paragraph until the contractor provides a corrective action plan explaining how the contractor will rectify any noncompliance and comply with the paragraph in the future.
- H. **SUBCONTRACTS.** The Contractor must insert the substance of this paragraph in all subcontracts.

## 6.22 INDOOR AIR QUALITY (OCT 2016)

- A. The Lessor shall control airborne contaminants at the source and/or operate the Space in such a manner that the GSA indicator levels for asbestos, mold, carbon monoxide (CO), carbon dioxide (CO<sub>2</sub>), and formaldehyde are not exceeded. The indicator levels for office areas shall be: Asbestos 70 s/mm<sup>2</sup>; mold (see paragraph entitled "Mold"); CO 9 ppm; CO<sub>2</sub> 700 ppm above outdoor air; formaldehyde 0.016 ppm.
- B. The Lessor shall use available odor-free or low odor products when applying paints, glues, lubricants, and similar wet products. When such equivalent products are not available, lessor shall use the alternate products outside normal working hours. Except in an emergency, the Lessor shall provide at least 72 hours advance notice to the Government before applying chemicals or products with noticeable odors in occupied Spaces and shall adequately ventilate those Spaces during and after application.
- C. The Lessor shall serve as first responder to any occupant complaints about indoor air quality (IAQ). The Lessor shall promptly investigate such complaints and implement the necessary controls to address each complaint. Investigations shall include testing as needed, to ascertain the source and severity of the complaint.

- D. The Government reserves the right to conduct independent IAQ assessments and detailed studies in Space that it occupies, as well as in space serving the Space (e.g., common use areas, mechanical rooms, HVAC systems, etc.). The Lessor shall assist the Government in its assessments and detailed studies by:
- Making available information on Building operations and Lessor activities;
  - Providing access to Space for assessment and testing, if required; and
  - Implementing corrective measures required by the LCO.
- E. The Lessor shall provide to the Government safety data sheets (SDS) upon request for the following products prior to their use during the term of the Lease: adhesives, caulking, sealants, insulating materials, fireproofing or firestopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finish for wood surfaces, janitorial cleaning products, pesticides, rodenticides, and herbicides. The Government reserves the right to review such products used by the Lessor within:
- The Space;
  - Common Building areas;
  - Ventilation systems and zones serving the Space; and
  - The area above suspended ceilings and engineering space in the same ventilation zone as the Space.
- F. Where hazardous gasses or chemicals (any products with data in the Health and Safety section of the SDS sheets) may be present or used, including large-scale copying and printing rooms, segregate areas with deck-to-deck partitions with separate outside exhausting at a rate of at least 0.5 cubic feet per minute per SF, no air recirculation. The mechanical system must operate at a negative pressure compared with the surrounding spaces of at least an average of 5 Pa (pascal) (0.02 inches of water gauge) and with a minimum of 1 Pa (0.004 inches of water gauge) when the doors to the rooms are closed.

#### 6.23 RADON IN AIR (OCT 2016)

If Space planned for occupancy by the Government is on the second floor above grade or lower, the Lessor shall, prior to occupancy, test the leased Space for 2 days to 3 days using charcoal canisters. The Lessor is responsible to provide Space in which radon levels in air are below the GSA action levels of 4 picoCuries per liter (pCi/L) for childcare and 25 pCi/L for all other space. After the initial testing, a follow-up test for a minimum of 90 days using alpha track detectors shall be completed. For further information on radon, go to: <HTTPS://WWW.EPA.GOV/RADON>.

#### 6.24 INTENTIONALLY DELETED

#### 6.25 HAZARDOUS MATERIALS (SEP 2013)

- A. The leased Space shall be free of hazardous materials, hazardous substances, and hazardous wastes, as defined by and according to applicable Federal, state, and local environmental regulations. Should there be reason to suspect otherwise, the Government reserves the right, at Lessor's expense, to require documentation or testing to confirm that the Space is free of all hazardous materials.
- B. Lessor shall, to the extent of its knowledge, notify Government of the introduction of any hazardous materials onto the Property by Lessor or others, including but not limited to, co-tenants occupying Space in the Building.

#### 6.26 MOLD (OCT 2018)

- A. Actionable mold is either visible mold or airborne mold of types and concentrations in excess of that found in the local outdoor air or non-problematic control areas elsewhere in the same building, whichever is lower. The Lessor shall safely remediate all actionable mold in accordance with sub-paragraph C below.
- B. The Lessor shall provide Space to the Government that is free from ongoing water leaks or moisture infiltration. The Space and ventilation zones serving the Space shall also be free of actionable mold.
- C. Within 72 hours following a flood, plumbing leak or heavy rain whereby the Government Space or air zones serving the Space may have become moisture damaged, the Lessor shall repair any leakage sources and remediate the moisture damage. Whenever moisture damage or infiltration persists such that: mold is visible, mold odors are present, or occupants register complaints about mold, the Lessor shall employ a board-certified, industrial hygienist or equivalently qualified consultant to inspect and evaluate the Space and air zones serving the Space for visible and/or actionable mold presence; inspection shall take place no later than 15 calendar days following identification of a potential mold issue as described above. The Lessor shall promptly furnish these inspection results to the Government. After all leaks have been identified and corrected, the Lessor shall safely remediate all visible moldy and/or water damaged materials identified by the consultant using a qualified remediation contractor following the methods identified in "Mold Remediation in Schools and Commercial Buildings" (EPA 402-K-01-001, September 2008) and all applicable state laws pertaining to mold remediation practices. Remediation shall also remove actionable mold levels. Remediation shall be completed within a time frame acceptable to the Lease Contracting Officer which shall be no later than 90 calendar days following confirmation of the presence of actionable mold.
- D. The presence of actionable mold in the Premises may be treated as a Casualty, as determined by the Government, in accordance with the Fire and Other Casualty clause contained in the General Clauses of this Lease. In addition to the provisions of the Fire and Other Casualty clause of this Lease, should a portion of the Premises be determined by the Government to be un-tenantable due to an act of negligence by

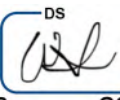
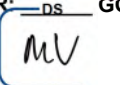

the Lessor or his agents, the Lessor shall provide reasonably acceptable alternative Space at the Lessor's expense, including the cost of moving, and any required alterations.

**6.27 OCCUPANT EMERGENCY PLANS (SEP 2013)**

The Lessor is required to cooperate, participate and comply with the development and implementation of the Government's Occupant Emergency Plan (OEP) and if necessary, a supplemental Shelter-in Place (SIP) Plan. Periodically, the Government may request that the Lessor assist in reviewing and revising its OEP and SIP. The Plan, among other things, must include an annual emergency evacuation drill, emergency notification procedures for the Lessor's Building engineer or manager, Building security, local emergency personnel, and Government agency personnel.

**6.28 FLAG DISPLAY (OCT 2016)**

If the Lessor has supplied a flagpole on the Property as a requirement of this Lease, the Lessor shall be responsible for flag display on all workdays and Federal holidays. The Lessor may illuminate the flag in lieu of raising and lowering the flag daily. The Lessor shall register with the Federal Protective Service (FPS) MegaCenter in order to receive notifications regarding when flags shall be flown at half-staff, as determined by Executive Order.

LESSOR:    
GOVERNMENT: 

## SECTION 7 ADDITIONAL TERMS AND CONDITIONS

### 7.01 SECURITY REQUIREMENTS (OCT 2016)

The Lessor agrees to the requirements of Federal Security Level **IV** attached to this Lease.

### 7.02 MODIFIED LEASE PARAGRAPHS (OCT 2016)

The following paragraphs have been modified in this Lease:

- 1.01 THE PREMISES (OCT 2016)
- 1.02 EXPRESS APPURTENANT RIGHTS (SEP 2013)
- 1.06 RENEWAL RIGHTS (OCT 2016)
- 1.18 SERVICE AND MAINTENANCE OF THE BACK-UP EMERGENCY POWER GENERATOR (REIMBURSABLE)
- 2.09 OPERATING COSTS ADJUSTMENT (JUN 2012)
- 3.01 LABOR STANDARDS (OCT 2016)
- 3.30 FLOORS AND FLOOR LOAD (APR 2015)
- 3.34 ELECTRICAL (OCT 2018)
- 3.41 HEATING, VENTILATION, AND AIR CONDITIONING - SHELL (OCT 2016)
- 4.01 SCHEDULE FOR COMPLETION OF SPACE (OCT 2017)
- 4.06 CONSTRUCTION SCHEDULE AND INITIAL CONSTRUCTION MEETING (APR 2011)
- 5.04 WINDOW COVERINGS (JUN 2012)
- 5.17 DATA DISTRIBUTION (JUN 2012)
- 5.18 ELECTRICAL, TELEPHONE, DATA FOR SYSTEMS FURNITURE (JUN 2012)

### 7.03 ADDENDUM TO GSA FORM 3517B, GENERAL CLAUSES, NO FEDERALLY ELECTED OFFICIALS TO BENEFIT (OCT 2018)

The following clause is added to GSA Form 3517B, General Clauses:

#### No Federally Elected Officials to Benefit

- A. No person holding a Federally-elected office may directly or indirectly, regardless of whether such person took office before or after execution of the Lease, participate in or benefit from the Lease or any part thereof.
- B. The foregoing prohibition shall not apply if the Lease is entered into with a publicly-held corporation or publicly-held entity for the general benefit of such corporation or entity.
- C. Any violation of this clause shall render the Lease void, and the Government shall have no obligation to the Lessor in consequence thereof following the date the Lease is deemed void.
- D. In the event the Lease is voided pursuant to this clause, the Lessor shall be and remain liable to the Government for any and all costs associated with relocating and housing Government occupants from the leased premises to replacement premises. Such costs shall include, but not be limited to:
  - 1. moving and other physical relocation costs,
  - 2. furniture, fixtures and equipment costs related to occupancy of replacement premises,
  - 3. replication of tenant build-out costs at replacement premises,
  - 4. excess rental costs at replacement premises for the remainder of the firm term of the terminated Lease, and

5. all other direct and consequential damages and costs associated with the Government relocating occupants from the leased premises to replacement premises, whether Federally-owned or leased.

- E. Nothing in this clause shall be deemed or interpreted to waive, modify, alter or limit any provision of existing law, including 41 U.S.C. § 6306 and 18 U.S.C. §§ 431-433.
- F. Lessor's obligation to be and remain liable for the costs and damages specified in this clause shall survive any voiding of the Lease pursuant to this clause or any provision of existing law.

#### 7.04 NOTICE OF FUTURE TENANTS

- A. Prior to executing any leasehold interests for the building, the Lessor shall provide written notice to the Lease Contracting Officer of the proposed tenant. The Lease Contracting Officer shall have twenty (20) business days to inform the Lessor of any concerns the Government may have from a security standpoint.
- B. The failure by Government to notify the Lessor shall result in the waiver of this right.

#### 7.05 DISCREPANCIES BETWEEN THE LEASE AND ATTACHMENTS TO THE LEASE

If there is a discrepancy between the Lease and any Attachments to the Lease, the Lessor shall seek clarification from the GSA Lease Contracting Officer or GSA Project Manager.

#### 7.06 INTENTIONALLY DELETED

#### 7.07 STANDARD SHELL LEASE LANGUAGE CLARIFIATION

The following clarification shall apply to Lease Exhibits D, E, F, G, H, I, J and K:

These Exhibits, unless indicated otherwise, are to be priced as part of the Tenant Improvements. After completing the Construction Documents, the Lessor shall submit a list of the itemized costs. Such costs shall be subject to negotiation.

#### 7.08 FOOD SERVICE

- A. The Food Service criteria described in the POR shall be satisfied by the Lessor providing a food-service feature similar in size and composition to a "Pret a Manger" that will offer a variety of hot, cold, and healthy entrees similar to those specified in Lease Exhibit E – [REDACTED] Lease Food Service Requirements.
- B. The food-service feature will be on either the lower or first floor (specific area to be at the Lessor's discretion and coordinated with the Government's tenant improvements), and outside the leased premises. See Lease Exhibit C – Amenities Plan.
- C. The food-service feature will be augmented with a grab-and go style "Hudson News" type amenity and will include an ATM.
- D. Seating for 50 patrons will be provided.
- E. The operating hours for the food service feature will open with the building in the morning, but then close mid-afternoon after the post-lunch coffee service. Operating hours will be subject to change based upon customer demand and mutual agreement with the LCO.
- F. If, during the course of the Lease, it is mutually determined that the food-service feature with additional amenities are no longer meeting the needs of the building population, the parties will work together to modify the amenities in such a manner as to enhance their market-responsiveness.


#### 7.09 FITNESS CENTER

- A. The Fitness Center criteria described in the POR shall be satisfied by the Lessor providing a gym feature similar in size and composition to an "Orange Theory" that is inclusive of an equipment room and shower/locker facilities. The gym would feature an appropriate mixture of aerobic machines, weights, weight machines, and related fitness equipment. The operating hours for the gym would be demand-driven based upon customer needs and attendance but would be not less than 10 hours per workday. The gym would be cleaned and maintained by the lessor's selected vendor. Staffing for exercise classes, health assessments, or other fitness counselling is not included. User fee of the gym facility would be market-based and billed to gym customers directly.
- B. The gym will be provided on either the lower or first floor (specific area to be at the Lessor's discretion and coordinated with the Government's tenant improvements), and outside the leased premises. See Lease Exhibit C – Amenities Plan.

C. If, during the course of the Lease, it is mutually determined that the gym is no longer meeting the needs of the building population, the parties will work together to modify the amenity in such a manner as to enhance its market-responsiveness.

#### 7.10 MEASUREMENT OF SPACE

Notwithstanding the criteria listed in Lease Section 1.03.E. and Lease Section 4.11, the parties agreed that the Space's square footage amount referred to in Lease Section 1.01 matches the Space's square footage shown in the floor plans in Exhibit A and C of the Lease. Therefore, the Space is not subject to further re-measurements and re-computation.

DS  












(b) (7)(F) **Scope of Work**  
Kansas City, MO

The following items shall be completed as part of the Tenant Improvements. These items will be confirmed and amended as needed following the process outlined in Lease Paragraph 4.01 *SCHEDULE FOR COMPLETION OF SPACE*.

<b>Description</b>
Flooring and Paint
Secure Elevators
Secure Freight Elevator
Secure Stairwells
Secure Walls
Remove Existing Furniture
New Data Cabling
Rework IT Equipment
Connection of New Furniture
Cleanup

The following pages are also a part of the Scope of Work.

DS DS DS  
MV [Signature] JS  
Lessor: \_\_\_\_\_ Government: \_\_\_\_\_



### 13.2.B Fitness Center

In accordance with Paragraph 1.5 of RLP, if the Offeror intends to satisfy the amenity requirement with an on-site fitness center as the second amenity, the guidelines below can be modified but are subject to the LCO's approval.

The fitness center design should allow room for exercise equipment and a locker/shower room, as well as space for free exercise such as aerobic classes. The fitness center and all fitness center equipment shall be owned and operated by the Lessor.

The agreed-upon amount of SF dedicated to this amenity is as per the floor-plans attached to this Lease.

13.2.B Fitness Center				Total Headcount: 0
	QTY	Unit Size	Net Area	Notes
Personnel Space				
	0	0 sf	0 sf	
Standard Support   Meeting Spaces				
	0	0 sf	0 sf	
Standard Support   Resource Spaces				
	0	0 sf	0 sf	
Special Support Space				
	0	0 sf	0 sf	
<b>total net area - non-exempt</b>			<b>0 sf</b>	
circulation (29%)			0 sf	
<b>total useable area - non-exempt</b>			<b>0 sf</b>	
Space Exempt from Utilization Rate Calculation				
Equipment Room	1	1,210 sf	1,210 sf	
Aerobics Room	1	630 sf	630 sf	
Storage Space	1	150 sf	150 sf	
Shower/Locker Facilities	1	1,275 sf	1,275 sf	
<b>total net area - exempt</b>			<b>3,265 sf</b>	
circulation (29%)			947 sf	
<b>total useable area - exempt</b>			<b>4,212 sf</b>	
<b>Fitness Center total useable area</b>			<b>4,212 sf</b>	

UR rate 0 sf

### Fitness Center Technical Requirements

#### Shower/Locker

- Each of the Shower/Locker Rooms shall have at least 120 lockers (12"x12"x36" minimum size)

#### Structural

- Floor Loading – 120 lbs./sf minimum for all areas except Shower/Locker Room

#### Architectural

- Floors – Exercise Room: Resilient rubber tile or similar, must be odor-free  
Aerobics Room: Floating aerobics floor with rubberized insulation to isolate sound and vibration.



Storage: Resilient or sealed concrete floor

- Walls – The Fitness Center shall be an enclosed area with slab to slab walls  
At least one of the walls in the aerobics and the equipment room shall have full panel mirrors. Meet or exceed ANSI/ASHRAE 62.1-2007, Ventilation for Acceptable Air Quality

#### **HVAC**

- Direct Exhaust – Shower/Locker Room must be directly exhausted  
Exercise Room and Aerobics Room shall preferably be directly exhausted

#### **Security/Access**

- Keycard – Keycard access to fitness areas to include showers and lockers

#### **Miscellaneous**

- Acoustic – STC 50 or better for Exercise Room and Aerobics Room  
NRC (noise reduction coefficient) of 0.85 or better

#### **Adjacencies**

- Located preferably on the main floor, or one of the lower floors that can be easily accessed by all tenants.



### 13.2.C Food Service

In accordance with Paragraph 1.5 of RLP, if the Offeror intends to satisfy the amenity requirement by providing on-site food service, Randolph Sheppard requirements must be met however the guidelines below can be modified, subject to the LCO's approval.

The food service area may include a Back-Kitchen Area for food preparation; a Servery or serving counter where food is ordered and served; a Storage area for the kitchen and supplies; and the Eating Area which provides lunch type seating for approximately 250 persons. The food service area shall also include a Microwave/Vending area for up to four vending machines and three microwaves.

The agreed-upon amount of SF dedicated to this amenity is as per the floor-plans attached to this Lease.

13.2.C Food Service Requirements				Total Headcount: 0
	QTY	Unit Size	Net Area	Notes
Personnel Space				
	0	0 sf	0 sf	
Standard Support   Meeting Spaces				
	0	0 sf	0 sf	
Standard Support   Resource Spaces				
	0	0 sf	0 sf	
Special Support Space				
	0	0 sf	0 sf	
<b>total net area - non-exempt</b>			<b>0 sf</b>	
circulation (29%)			0 sf	
<b>total useable area - non-exempt</b>			<b>0 sf</b>	
Space Exempt from Utilization Rate Calculation				
Eating Area	1	3,250 sf	3,250 sf	
Servery	1	2,164 sf	2,164 sf	
Back Kitchen Area	1	1,569 sf	1,569 sf	
Storage	1	300 sf	300 sf	
Microwave/Vending	1	100 sf	100 sf	
<b>total net area - exempt</b>			<b>7,383 sf</b>	
circulation (29%)			2,141 sf	
<b>total useable area - exempt</b>			<b>9,524 sf</b>	
<b>Market Place total useable area</b>			<b>9,524 sf</b>	
UR rate			0 sf	

### Structural

- Floor loading – Storage space shall have a minimum live load capacity of 120 psf

### Architectural

- Partition walls – A ceiling high partition wall (slab-to-slab preferred)
- Floors – Non-VCT Resilient flooring
- Windows – Daylight is preferred in the eating area

### HVAC

GSA project no: 6MO0146

November 11, 2018 (rev. RLP Amend #1 & #4)

Exhibit E  
POR

Lessor: MV Government: JS



- Direct Exhaust – Preferably, the Kitchen, Servery, and Eating Area shall be directly exhausted

**Electrical**

- Special/Extra Power/Outlets – For kitchen appliances and freezers; for Microwave/Vending Area; (as necessary)

**Suggested Sustainability Consideration and Best Practices**

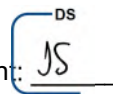
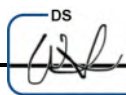
- Optimal use of daylight

**Other Considerations**

- In the absence of dedicated emergency shelter space, the food service area (Dining Facilities) may be a strong candidate for such use given the large open space necessary for group shelter, and the food service component, both which are critical assets. Designing the facility to remain operational during and after an emergency incident may have other implications and will require careful consideration such as meeting higher occupancy categories and increasing the emergency back-up power requirements.

**Adjacencies**

- Preferably located on the lower level floors and no higher than the second floor
- Provide a direct connection to the loading dock, not conflicting with employee spaces



## Amendment #1 to Program of Requirements

**(b) (7)(F) Lease Prospectus**

**(rev. RLP Amendment #2)**

**Paragraph 3.8, General Site Requirements, is updated to include the following:**

“A. The offered Building and/or Property must have the following features:

1. Public parking for approximately 1,300 vehicles shall be available within a ½ mile.
2. Have uninterrupted backup power for a minimum of 72 hours of coverage.
3. Public transportation shall be available within a ½ mile.

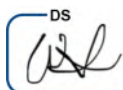


B. The following amenity shall be available either on-site or within a walkable ½ mile and shall be operational and available by tenant occupancy and through duration of the lease term:

1. Food Service/Cafeteria, preferably located on the lower level but no higher than the second floor

C. Roof Access with the ability to have:

1. One 500 Watt High Frequency (HF) omnidirectional transmitter / ALE Broadband Dipole Antenna (100 feet horizontal 20 feet vertical). HF transmitter needs 360 degree 160 meters (175 Yards) of horizontal clearance or structure visibility, and has to be taller than the surrounding building.
2. Two 7 Watt Directional Line-of-sight Ultra High Frequency (UHF) Satellite Transmitter (antenna stanchion spans 3ft by 6ft). UHF transmitters need the ability to align with the satellite that they are communicating with.
3. Private conduit access from roof to Demark Room to secure facility.”

Exhibit F  
POR Amendment #1

DS  
  
DS  
Lessor:  Government:  DS

# NATIONAL SPACE & DESIGN GUIDE

(b) (7)(F)

Design principles that are applicable to all (b) (7) offices for general office space

BUILDING  
ASSESSMENT

REQUEST  
for SPACE

DESIGN  
GUIDELINES

Exhibit G

(b) (7) Space and Design Guide

GSA

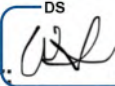


(b) (7)(F)

Lessor:

Government: JS

Exhibit G

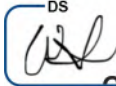


(b) (7) Space and Design Guide

Lessor:  Government:   


# Space Guideline

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Lessor:  Government:   


# Space Guideline

## EXECUTIVE SUMMARY

### Introduction

In order to develop long-term improvements to the agency's real estate portfolio, the United States Department of Agriculture (████) has created a set of strategic workplace guidelines. The goals, as part of this effort, are not only to reduce cost and achieve the █████ targeted utilization of 150 usable square feet per person (usf/pp), but also to align the workplace with the organization's goals and the evolving work patterns of staff.

Paired with a diagnostic report and a strategic brief, this report and accompanying documents represent a comprehensive approach to planning and delivering future █████ workplace solutions.

Documents:

#### Diagnostic Report

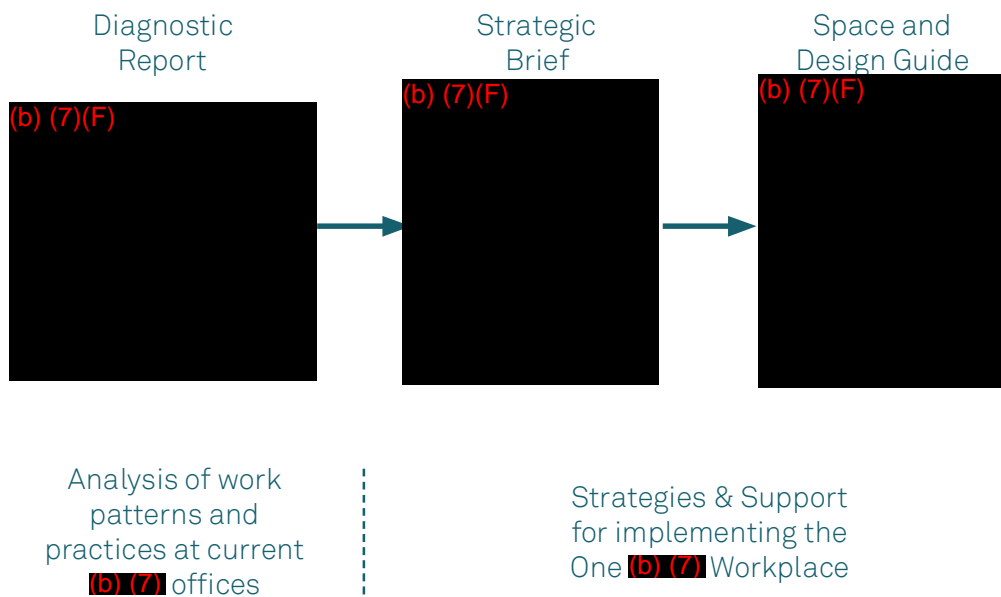
Summary of the research process and findings conducted from key pilot engagements.

#### Strategic Brief

Guide goals and strategies for planning the workplace.

#### Space and Design Guide

Framework to assist in the leasing process and to establish a system for identifying and designing spaces that are consistent with the █████ brand and agency objectives.



#### Exhibit G

(b) (7) Space and Design Guide



(b) (7)(F)

DS  
 Lessor: DS Government: JS  
 MV

## Introduction to the Space Guide

The (b) National Space and Design Guide document was developed to assist in the leasing process and to establish a system for identifying and designing spaces that are consistent with the (b) brand and agency objectives. This document includes three sections:

### Building Assessment

The Building Assessment Guide can help assess and value a potential property or space to assure that it is appropriate for an optimal (b) workplace.

### Request for Space:

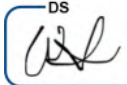


The Request for Space document identifies key characteristics of space and building systems required for the (b), as well as the amount of space required for each agency in order to appropriately size and find an appropriate space.

### Design Guidelines

The Design Guidelines were developed to ensure optimal real estate efficiency and organization effectiveness while enhancing both employee experience and brand consistency across all (b) offices. The “Kit-of-parts” approach is meant to simplify the design process and build workplace environments that meet user needs and that are accommodating for future flexibility, innovation and growth, while enhancing both employee experience and brand consistency.

The National Design Guidelines shall follow the National Standards Institute (ANSI); Building Owners and Managers Association (BOMA); the ABOA Usable Space used by Federal executive agents to Space space; and GSA guidelines.

Exhibit G  
(b) (7) Space and Design Guide

Lessor:    
Government: 

# Space Guideline

## EXECUTIVE SUMMARY

### Core Strategies

The vast amount of information obtained in our research phase led to the development of six core strategies for which the Space and Design Guide along with the Diagnostic Report and National Strategic Brief, have been developed to meet:



#### Introduce Flexibility

- Use standardized modular furniture and space elements to allow flexibility
- Create modularity with the space allocations
- Introduce “multi-purpose spaces” that serve more than one function
- Establish a Space that allows for periodic expansion and contraction of office and allows for return of excess rentable space to landlord (Building Divisibility). Coordinate and streamline changes to leasing needs with one Open Acquisition and an intra-agency agreement between the co-located (b) (6) agencies.
- Minimize fixed partitions to allow for an adaptable open plan



#### Improve Workplace Environment

- Create space and design guidelines for better office climate control
- Establish consistent lighting distribution and introduce task lighting
- Introduce acoustically dampening materials to reduce office noise
- Install suitable floor surfaces and wall colors
- Encourage good work practices, and specifically aimed at promoting efficient storage and archiving



#### Enhance Customer Experience

- Improve communication and client outreach methods
- Establish “one stop shopping” through co-location
- Offer customer parking and ease of access / way-finding within the building
- Enhance the customer experience through clear communication of (b) (6) programs and orientation
- Create (b) (6) check-in point at service desk



#### Integrate Technology

- Introduce mobile technologies (laptops, ipads etc.) that promote “work anywhere”
- Install VTC technology in right-sized shared meeting rooms
- Utilize free or low cost communication apps that complement VTC for quick, impromptu meetings
- Install Wi-Fi throughout the workplace (accessible to all employees)
- Improve network speeds and bandwidth
- Reduce physical mail facilities and consider online publishing opportunities for newsletters and outreach



#### Ensure Security

- Install entry counter and electronic lock at entry
- Delineate clear separation of entry to office areas – public, invited and private space
- Establish visibility and sight lines to entrance
- Secure storage – both enclosed rooms and lockable “open” storage areas
- Establish a visitor check-in process across (b) (6) – organized and consistent process, and in larger offices, with sub-agency co-location
- Create a dedicated receptionist position to process visitors



#### Develop Brand Identity

- Create consistent material, color and furniture elements across locations
- Utilize interior surfaces for national branding, signage and imagery
- Align a local employee culture with a national brand identity
- Establish a brand identity that engages local producers and provides a level of comfort and familiarity

Exhibit G

(b) (7) Space and Design Guide

GSA

(b) (7)(F)

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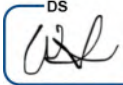


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SPACE & DESIGN GUIDE

Exhibit G  
(b) (7) Space and Design Guide

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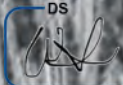


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# Space GUIDELINE BUILDING ASSESSMENT

(b) (7)(F)

Exhibit G

(b) (7) Space and Design Guide

Lessor:  Government:   


## Introduction to the Building Assessment

Workplace and real estate affect every aspect of an organization's business and have an impact on the people who inhabit the space and their collective performance. Workplaces need to be efficient, but they also need to support organizational effectiveness while enhancing employee experience. As a result, matching these goals to the real estate and the real estate to these goals, is becoming ever more critical.

The Building Appraisal Guide can help assess and value a potential property or space to assure that it is appropriate for an optimal (b) (7) workplace. It is meant to streamline the approach to real estate and space use in a consistent manner across all locations.

The building appraisal checklist is a guide to understanding key features and efficiencies of an existing building including building location, security, floorplate efficiency, as well as status of building systems. All of which will result in a streamlined decision-making process for identifying real estate that will support (b) (7) sub-agencies for the long-term.

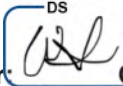


Used with the Diagnostic Report and Design Guidelines, these documents will guide the user with real estate responsibility through an extraordinarily complex process.

**Exhibit G**  
**(b) (7) Space and Design Guide**

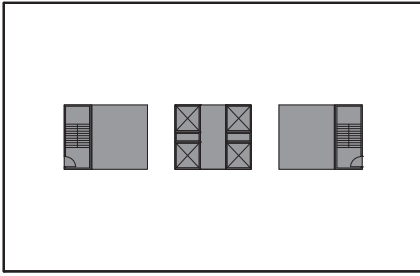
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Exhibit G  
(b) (7) Space and Design Guide

**AECOM**

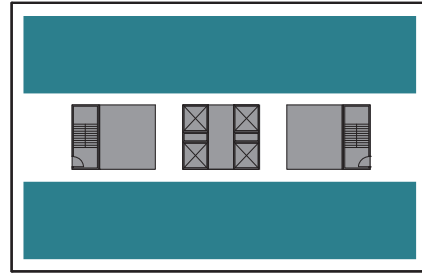
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### Defining Floorplate Efficiency



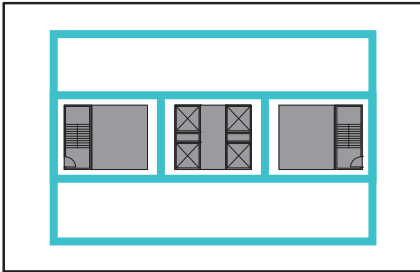
#### Landlord Efficiency:

A measure that reflects the efficiency of the floorplate and building core configuration. Cores that are too small may indicate too few elevators and insufficient building service. Cores that are too large may indicate an inefficient layout of services and wastage of space.



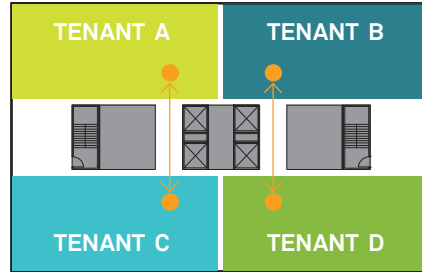
#### Contiguity of Space:

A contiguous space is one in which every person located in that space can see every other person. Contiguous spaces are important for supporting large teams and maximizing space planning efficiency and flexibility.



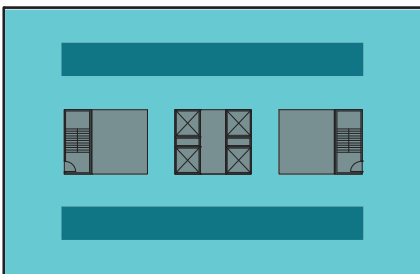
#### Tenant Efficiency:

A measure that relates to rental value, it indicates the tenant's ability to make the best use of its available space. A higher Tenant Efficiency measure represents a greater proportion of floor space available to accommodate people and workspaces, rather than being required for corridors and circulation paths.



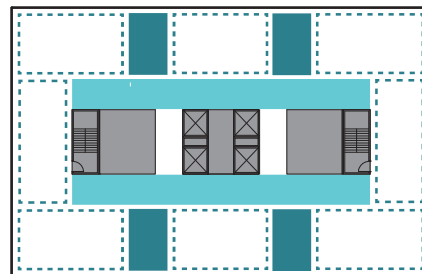
#### Sub-Divisibility (2+ Tenancies):

The capability to divide a floorplate into multiple secure compartments without losing significant amounts of space. Each sub-tenancy should have an adequate arrival point off the lift lobby and must meet egress requirements. Ease of sub-divisibility indicates an ability to separate parcels of space in response to changes over time.



#### Depth of Space:

A measure that reflects: a) the ability to locate people near to natural light and views, b) the flexibility of the space to support a range of space planning configurations, and c) having enough (but not too much) space centrally to accommodate support spaces. Excessive depth (core and exterior wall tends to lower employee productivity and satisfaction). Typical office space is indicated as 45 ft., for typical office space.



#### Floorplate Zoning:

Refers to the allocation of space types across the floorplate. Workstations should be kept closer to the perimeter with access to natural daylight. Meeting rooms can act as buffers between neighborhoods to articulate the space, as well as different functions, level of interaction, and aesthetic characteristics. Offices, collaborative space and utility space should be located close to building core to keep perimeter zone free for open, contiguous space.

Exhibit G  
(b) (7) Space and Design Guide

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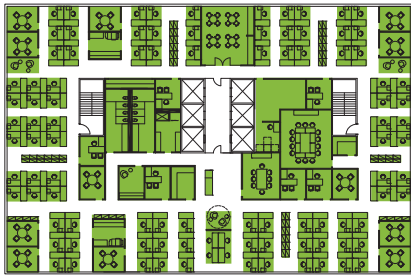
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# Building Assessment

## BUILDING APPRAISAL

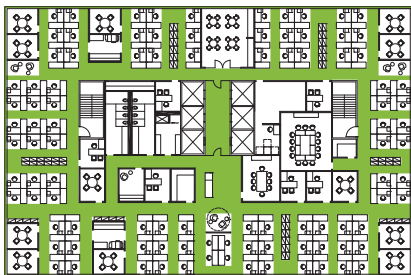
### Defining Key Terminology

Providing an appropriate amount of circulation for the overall Usable Area is critical to deliver an efficient space layout. As the amount of open work area increases, so should the Circulation Area. Generally, circulation is planned to comprise about 25-40% of the total Usable Area. Reducing the Circulation Area to meet a desired square area per occupant, should be avoided. Furthermore, having a regular floor plate is beneficial because it results in a more efficient amount of circulation area. In the past, management of federal space has been greatly complicated by marked inconsistency about the definition of space among agencies. The following illustrated definitions are intended to provide a common understanding among GSA and its tenant agencies. For more information, refer to the American National Standards Institute (ANSI) / Building Owners and Managers Association (BOMA) Standard for Measuring office space.



#### Net Area (Net Square Feet – NSF):

The sum of all program space, including interior walls. Excludes unassigned spaces such as building service, circulation, mechanical, and structural areas.



#### Circulation Area (Primary and Secondary):

Primary circulation is the main circulation path connecting to the building core and common areas, such as elevators and stairwells. Secondary circulation includes the aisles between individual spaces. In general, the smaller the workstations, the greater the circulation factor will be to access them.

Exhibit G

(b) (7) Space and Design Guide



(b) (7)(F)

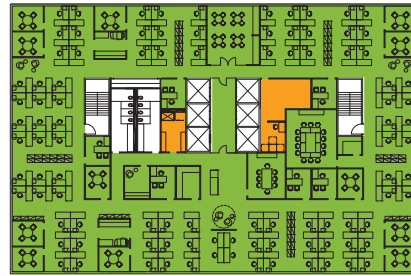
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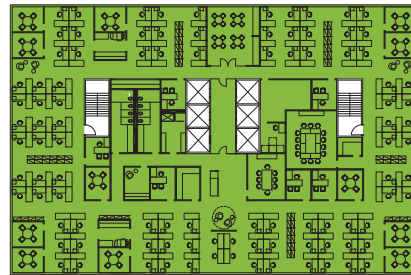
#### Special Space

For (b) (7), Special space is not included in the overall ABOA.



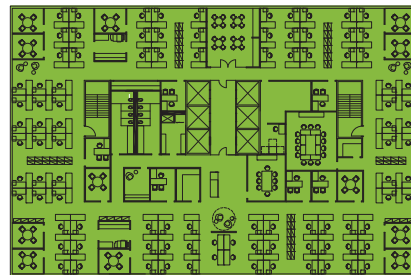
#### ABOA (Usable Square Feet-USF):

Area of a floor that can be occupied by a tenant. Excludes common areas such as shared restrooms, elevators, stairwells, and shared hallways. For tenants leasing an entire floor, the USF would include hallways and restrooms exclusively serving their floor(s). \* (b) (7) refers to ABOA terminology when leasing space. Special support space will not be considered in the total USF.



#### Rentable Area (Rentable Square Feet-RSF):

Total Usable Area plus a portion of the building's shared space including lobbies, restrooms and hallways. Tenant's monthly rent is calculated on RSF.



#### Gross Area (Gross Square Feet – GSF):

Total area of a building, measured from the outside of the exterior walls. It includes rentable and usable areas including elevators, stairwells and equipment areas.

\*Definitions per ANSI/BOMA Z65.1 - 1996, "Standard Method for Measuring Floor Area in Office Buildings"

## Building Appraisal Checklist

### A. Building Description

- ☐ Address \_\_\_\_\_
- ☐ Size of Building (SF.) \_\_\_\_\_

### B. Building Access

- ☐ Access to on-site parking for staff and visitors \_\_\_\_\_
- ☐ Distance to nearest public or shared parking \_\_\_\_\_
- ☐ Distance to nearest commuter train or tram station \_\_\_\_\_

### C. Site and Building Security

- ☐ Single public entrance point to building \_\_\_\_\_
- ☐ Surroundings are well lit \_\_\_\_\_
- ☐ 24-hour security controlled access \_\_\_\_\_
- ☐ Card or keyed access to building off hours \_\_\_\_\_

### D. Planning

#### Structural Grid:

- ☐ Multiple of planning grid 25'-0" to 30'-0" span to core (preferably not less) \_\_\_\_\_

#### Column Layout:

- ☐ What is the position of all columns on a typical floor? \_\_\_\_\_
- ☐ What is the size of the columns (diameter or largest dimension of length/width)? \_\_\_\_\_

#### Planning Grid:

- ☐ Does the window mullion grid align with the column grid? \_\_\_\_\_
- ☐ Is there a regular window mullion grid? \_\_\_\_\_

#### Floor Size and Configuration:

- ☐ What is the size of the floor? \_\_\_\_\_
- ☐ Is the floor split (or could be split) into segments of less than 2,500 or 5,000 SF? \_\_\_\_\_

*\*See Appendix for Building Appraisal Score Card*

**Exhibit G**

**(b) (7) Space and Design Guide**

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# Building Assessment

## BUILDING ASSESSMENT

### Building Assessment Checklist

#### D. Planning Continued

##### Floor Shape and Configuration:

- ☐ Does the space have four sides, with 90 degree corners?
- ☐ Does the space have ceilings that are at least 8'-0"?

##### Space Efficiency on a Typical Floor

- ☐ What is the landlord efficiency (internal net area divided by gross internal area)?
- ☐ What is the tenant efficiency (usable area divided by net internal area)?

##### Floor Depth and Sectional Height:

- ☐ What is the floor to floor (slab to slab) height of the proposed workspace?
- ☐ Is the exterior wall of the building predominately glass or solid?
- ☐ What is the floor depth of a typical floor, measured from outside wall to core wall?

##### Vertical Circulation:

- ☐ Are stairwells located in convenient positions for use as access stairs, stairwells?
- ☐ Are stairwells well lit, ventilated, and have proper materials?
- ☐ Are building cores distributed (risers in at least two separate locations?)

#### E. Building Systems

##### Thermal:

- ☐ Shape and orientation of the building
- ☐ Is the location of the building core centrally located to allow for efficient layout of space types?
- ☐ The type of solar shading and glass

##### HVAC Zoning and Control:

- ☐ Is it fully zoned with individual control of temperature throughout the building?
- ☐ Is there availability for tenant to add systems?
- ☐ State of existing ductwork and equipment

##### Power Supply:

- ☐ Watts available for tenant equipment
- ☐ Is there any backup power; is there a building UPS or generator?

Exhibit G

(b) (7) Space and Design Guide



(b) (7)(F)

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### Building Assessment Checklist

#### E. Building Systems Continued

##### Communication/Technology infrastructure:

- ☐ Distribution of risers on the floor
- ☐ Density of communications outlets on a typical floor
- ☐ Are cables distributed in a raised floor or trunking?
- ☐ Is cabling system a structured system or is it 'point to point'?

##### Flexibility of Lighting Systems:

- ☐ Are lighting zones easily reconfigurable to cope with partition moves?

##### Plumbing/Toilet Provision:

- ☐ Position and number of drainage and water risers?
- ☐ Appropriate number of toilets provided on each floor? Does fixture count comply with code?
- ☐ Are the restrooms ADA compliant?

#### F. Building Attributes

##### Solar Control:

- ☐ Is window glass tinted or are there any other sun-controls provided? (ie. Light Shelves)
- ☐ Are there any adjustable internal or external shading to provide protection from glare and overheating?

##### Daylighting and Views:

- ☐ What is the proximity to the adjacent buildings?
- ☐ Is there a direct line of vision glazing for as many building occupants as possible?

##### Acoustics:

- ☐ Is the ceiling in the open office acoustically treated? Does it render NRC .90?

##### Maintenance/Cleanliness:

- ☐ Overall building management and cleanliness

##### Quality of Finishes and Maintenance (fit-out):

- ☐ Overall quality of the lobby, elevators, access stairs, toilets, building lighting and HVAC, etc.

# Space GUIDELINE REQUEST FOR SPACE

(b) (7)(F)

Exhibit G

(b) (7) Space and Design Guide

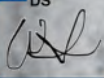


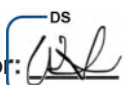


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Exhibit G  
(b) (7) Space and Design Guide

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# Space Guideline

## REQUEST for SPACE

### Space Allocation

Space allocation guidelines are intended to be used as a baseline planning tool to develop high level programmatic requirements and are used to formulate the Request for Space. Each project will develop and validate unique requirements based on size and type of operation, functions, anticipated growth, and regional or legacy considerations.

To aid in planning, different types of spaces will be allocated differently. Special support space will not be included in the overall usable square footage, but is important to identify in the program requirements. The following categories are used throughout this document to help in the planning process.

#### Individual Space:

Individual space is based on space standards and mobility level. It includes individual workstations and individual offices. All employees are assigned a dedicated individual workspace. Sizing and standards for these spaces are in line with industry best practices, and implementing consistent furniture and space layouts allow for future flexibility and reduced churn costs.

#### Shared Space:

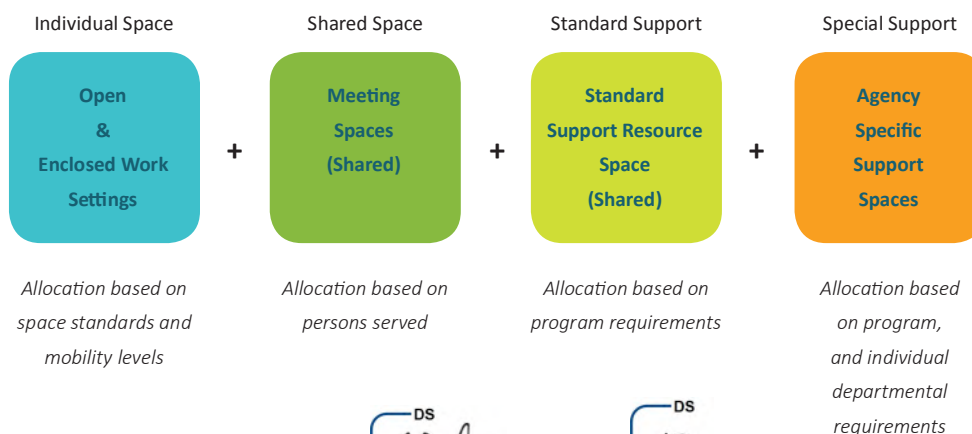
Shared space is based on head count. The included benchmarks and ratios in this document act as a guide, but sizing and specialized programmatic needs should be assessed on a project-by-project basis. Shared space includes phonebooths, meeting rooms of various sizes, training rooms, and open meeting areas.

#### Standard Support Space:

Standard support space is based on general programmatic needs and requirements among the co-located sub-agencies. Standard support space includes reception area, service counter, mail room, break area, wellness room, copy/print space, storage rooms and open area storage space that can be shared by multiple agencies.

#### Special Support Space:

Special support space includes any special programmatic needs that may be unique to individual sub-agencies, in addition to individual, shared, and standard support needs. Specialty spaces should be determined on an individual project-by-project basis. Special support spaces include mud rooms, IT server rooms, IT storage rooms, IT staging rooms, laboratory space, exercise rooms, etc.



#### Exhibit G

#### (b) (7) Space and Design Guide

The above allocated colors are used consistently to identify the different categories of space types used throughout this document.

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# Space Guideline

## REQUEST for SPACE

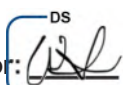
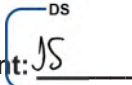

### Space Allocation

Description	Areas	FTE ≤ 30pp	FTE > 30pp
<b>Individual Workspaces   Offices</b>			
Office Type 1	120 sf	1 per Field Office Lead	1:12 (or As Required)
<b>Individual Workspaces   Workstation</b>			
Workstation Type 1 (Deskbound Concentrative)	48 sf	As Required	As Required
Workstation Type 2 (Deskbound Interactive)	48 sf	As Required	As Required
Bench_Type 3	35 sf	As Required	As Required
Bench_Type 4 (120 Workstation)	35 sf	As Required	As Required
<b>Standard Support   Meeting Spaces (Shared)</b>			
Quiet Room / Phone Booth (1 person)	48 sf	10:1	12:1
Meeting Room - Type 1 (4 people)	120 sf	15:1	15:1
Meeting Room - Type 2 (10 people)	336 sf	NA	1 : Office
Meeting Room - Type 3 (20 people)	560 sf	NA	1 : Office
Training Room (20 People)	560 sf	NA	1 : Office
Open Meeting / Lounge (2 people)	60 sf	NA	30:1
Open Meeting / Lounge (4 people)	100 sf	NA	30:1
<b>Standard Support   Resource Spaces (Shared)</b>			
36" lateral files away from desk	9 sf	2 : 3 Workstations	2 : 3 Workstations
Standalone Printer	18 sf	As Required	50:1
Copy / Print Room	120 sf	1: Office	50:1
Plotter Room	120 sf	As Required	As Required
Service Desk (Field Office)	180 sf	1 : Office	NA
Reception Area	480 sf	NA	1 : Office
Coat Closet	24 sf	1: Office	100:1
Pantry	120 sf	1: Office	80:1
Break Area	560 sf	NA	1: Office
Mail Room	120 sf	As Required	1: Office
Storage Room	120 sf	As Required	As Required
Wellness Room	120 sf	As Required	1: Office
<b>Special Support Spaces   General</b>			
Mud / Shower Room	120 sf	1: Office	1: Office
IT Server Room	120 sf	As Required	1: Office
IT Storage Room	120 sf	As Required	1: Office
High Density Storage Room	260 sf	As Required	As Required
Exercise Room	120 sf	As Required	As Required
<b>Special Support Spaces   by Sub-Agency</b>			
Aerial Photo / GIS - File Bar	9 sf	As Required	As Required
IT Staging Room	120 sf	As Required	As Required
Meeting Room_Type 1	120 sf	As Required	As Required
Lab Room	120 sf	As Required	As Required
Exterior Processing Space	900 sf	As Required	As Required
Secured Storage Room	120 sf	As Required	As Required

\*Restrooms are not included as part of program.

Exhibit G  
(b) (7) Space and Design Guide

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# Space Guideline

## REQUEST for SPACE

The United States Department of Agriculture (b) Request for Space document identifies key characteristics of space and building systems required for the (b), as well as the amount of space required for each agency and any specialty items necessary to size and find an appropriate space.

The Request for Space Document Considers:

### Square footage

The amount of square footage a (b) agency needs, determined by the number of personnel involved, office and support space required and circulation space.

### Type of space

The type of space and designated square footage including office, storage, support areas, etc.

### Agency special requirements

Indicates any agency special requirements including lighting, storage, bike storage, proximity to public transportation, etc.

### Parking

The number and type of parking spaces must be established for official Government vehicles, but not always for general employee parking.

### Security

Agency and project's security level must be established.

### Delineated area

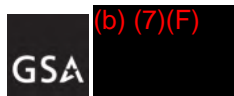
The approved space requirements must identify a delineated area for the space acquisition.

This request for space process should occur 24 months prior to the space expiration (18 months as an absolute minimum). This guide will ensure consistent logic in the requests. Whether the Space is GSA or not, it is recommended that the (b) Request for Space tool be utilized to understand space allotment and accuracy of circulation factors.

When the Space is a GSA Space, the client should expect to be contacted by their GSA point of contact (POC) 18-24 months ahead of expiration and to review in an interview format, the Needs Assessment Form (See Appendix no. 2).

### Exhibit G

### (b) (7) Space and Design Guide



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SPACE & DESIGN GUIDE

# Space Guideline

## REQUEST for SPACE

### Example - Spokane, WA

Choose office type: Field (1-30 FTE, State (31-100 FTE), or Other.

#### REQUEST FOR SPACE

1	REQUEST DATE	U.S. DEPARTMENT OF AGRICULTURE	2. OFFICE TYPE: a. Field c. Other (Specify):	b. State
3	STATE AND COUNTY NAME:	4. REQUESTED OCCUPANCY DATE:	5. LEASE TYPE: a. New d. Superseding	b. Succeeding e. Renewal Option c. Extension

#### ELEMENT 1 - DELINEATED AREA

1	LOCATION BOUNDED ON THE NORTH BY:	2. LOCATION BOUNDED ON THE EAST BY:
3	LOCATION BOUNDED ON THE SOUTH BY:	4. LOCATION BOUNDED ON THE WEST BY:
5	TERM OF LEASE (not to exceed 10 years):	5 YEARS <input type="checkbox"/> 10 YEARS <input type="checkbox"/> OTHER <input type="checkbox"/>
REVIEW ITEM	RESPONSE?	COMMENTS/SPECIFICS
	YES NO N/A	

Normally, you will have 24-hour access to your space, but heating, ventilating and air-conditioning (HVAC), electrical service and, perhaps, even elevator service may not be available in excess of 10-11 hours per day unless additional payment is made.

Element 1-3 Sections have not been modified from original (b) Request for Space Document. Cells must be input manually.

6	When should janitorial services be performed? (NOTE: after hours cleaning is, in most cases, more expensive and would therefore require additional funding).	During the Day (indicate hours):	After normal hours (indicate hours):
7	Can the space be divided between floors? (circle YES, NO, or N/A):	YES NO N/A	Single story preferred
8	*Can the space be divided by hallways? (circle YES, NO, or N/A):	YES NO N/A	
9	**Will interior columns cause a problem for you? (circle YES, NO, or N/A):	YES NO N/A	
10	Should your ceilings be higher than 8'-6" feet? (NOTE: if yes, indicate in which areas). (circle YES, NO, or N/A):	YES NO N/A	
11	Assume plumbing fixture counts are 50% male and 50% female. If otherwise, indicate required allocations.	Male:	Female:

#### ELEMENT 2 - PARKING

1	NUMBER OF OFFICIAL VEHICLES	2. EMPLOYEE PARKING SPACES	3. CLIENT PARKING SPACES	4. TOTAL PARKING
---	-----------------------------	----------------------------	--------------------------	------------------

#### ELEMENT 3 - SECURITY REQUIREMENTS

1	STATE OFFICE - LEVEL II SECURITY
2	FENCED AND LIGHTED SECURED PARKING FOR GOVS
3	BIKE LOCKERS PREFERRED
4	INDICATE OTHER SECURITY REQUIREMENTS

Cells that are green, require input from each sub-agency. Cells that are blue, only require input when necessary.

#### ELEMENT 4 - HEAD COUNT (Enter number of employees per sub-agency)

KEY FOR ALL CHARTS IN ELEMENT 4:		REQUIRED	OPTIONAL							
DESCRIPTION	PROPOSED SPACE	FSA	NRCS	RMA	TSD	Additional Vacancies	-	-	-	Total
1	Number of Employees	15 pp	59 pp	16 pp	4 pp	12 pp	-	-	-	106 pp

Manually Input sub-agency name and headcount. This section auto-generates sections below.

#### ELEMENT 5 - SUMMARY OF OFFICE ASSIGNMENT

Refer to Handbook 31-45, Real Property, Personal Property, and Motor Vehicle Management; OCIO Departmental Regulation 3901-001, and Departmental Regulation 1620-2, dated August 2, 2002 to define space requirements.

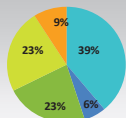
DESCRIPTION	PROPOSED SPACE	FSA	NRCS	RMA	TSD	Additional Vacancies	-	-	-	Total
1	Total Individual Space	816 sf	3,096 sf	840 sf	192 sf	459 sf	sf	sf	sf	5,403 sf
	Total Individual Workspaces   Workstations	576 sf	2,736 sf	720 sf	192 sf	459 sf	sf	sf	sf	4,683 sf
	Total Individual Workspaces   Offices	240 sf	360 sf	120 sf	sf	sf	sf	sf	sf	720 sf
2	Total Standard Support   Meeting Space									2,708 sf
3	Total Standard Support   Resource Space									2,801 sf
4	Total Special Support Space									1,086 sf
5	Total Net Area	816 sf	3,096 sf	840 sf	192 sf	459 sf	sf	sf	sf	11,998 sf
6	Internal Circulation Factor	Standards		Calculated Internal Circulation Factor		Total Internal Circulation				4,679 sf
		Total Workstation Area < 25% Total NSF	Default	Total Workstation Area > 75% Total NSF						
		29%	39%	49%	39%					
7	Total ABOA***									15,591 usf
8	Rentable Conversion Factor	1.15								19,179 rsf

\* Hallways can affect the utilization rate and effective use of the space. The distance between the exterior wall and the corridor must be efficient, ranging between 20-45 feet optimally.  
 \*\* Column grids between 20 and 30 feet are preferable to irregular or smaller column grid arrangements that will affect efficient space layout.  
 \*\*\* ANSI/BOMA Office Area (ABOA). Also consider the Usable Area for the organization. Used in Occupancy Agreement.

Circulation factor is auto-generated based on total number of open workstations.

The following values are automatically calculated:  
 29% : total workstation area < 25% of total net area  
 39% : default  
 49% : total workstation area > 75% of total net area

#### DISTRIBUTION OF SPACE



■ Total Individual Workspaces | Workstations ■ Total Individual Workspaces | Offices ■ Total Standard Support | Meeting Space  
 ■ Total Standard Support | Resource Space ■ Total Special Support Space

This section auto-generates based on above.

#### PART A - INDIVIDUAL WORKSPACES | SUB-AGENCY (Enter the number of individual workspaces by sub-agency.)

DESCRIPTION	PROPOSED SPACE	Area	FSA						NRCS						RMA						TSD						Additional Vacancies						TOTAL		Notes / Comments:
			Count	Area	Count	Area	Count	Area	Count	Area	Count	Area	Count	Area	Count	Area	Count	Area	Count	Area	Count	Area													
1	Workstation_Type 1 Deskbound Concentrative	48 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	12	576 sf	87	4,176 sf					
	Workstation_Type 2 Deskbound Interactive	48 sf																										4	192 sf						
	Workstation_Type 3 Open Workstation	35 sf																										9	315 sf						
																												0	sf						

Exhibit C  
 (b) (7) Space and Design Guide

Each sub-agency manually completes this section based on FTE and GSA workstyles. Include total number of workstations under each type.

## Space Guideline

## REQUEST for SPACE

## Example - Spokane, WA

Cells turn red automatically when office count is 8% higher than total FTE for the sub-agency.

2	Office_Type 1*	120 sf	1	3	1						6	720 sf	
3	Other (Specify):										0	sf	
	Other (Specify):										0	sf	
	Other (Specify):										0	sf	
4	Subtotal of Individual Workspace		14	60	16	4	12	0	0	0	106	5,403 sf	
5	Head Count for Reference <i>Based on Chart in Element 4</i>		15	59	16	4	12	-	-	-	106		
6	Total Area by Sub-Agency		816 sf	3,096 sf	840 sf	192 sf	459 sf	sf	sf	sf			
7	Percent of Total Area by Sub-Agency		15%	57%	16%	4%	8%	0%	0%	0%			

\* When office count exceeds 8% of Sub-Agency's FTE, cell turns red as an alert.

\*\* Workstation types based on GSA Workstyles

## PART B - STANDARD SUPPORT | MEETING SPACES | GENERAL

DESCRIPTION		PROPOSED SPACE							Notes / Comments:	
		Capacity	Area	Recommended Ratio		Count	Modified Count	TOTAL		
				≤ 30 FTE	> 30 FTE			Count*		Area
1	Quiet Room / Phone Booth	1 pp	48 sf	10:1	12:1	9		9	432 sf	This section auto-generates based on number of employees provided above. Counts should only be modified (see blue column) for special instances, and should be reviewed and approved for each sub-agency.
2	Meeting Room_Type 1	4 pp	120 sf	1 : office	15:1	7	4	4	480 sf	
	Meeting Room_Type 2	10PP	336 sf	NA	1 : office	1		1	336 sf	
	Meeting Room_Type 3 (Adjacent to Break Area)	20 pp	560 sf	NA	1 : office	1		1	560 sf	
3	Training Room	20 pp	560 sf	NA	1 : office	1		1	560 sf	
4	Open Meeting / Lounge	2 pp	60 sf	NA	30:1	4		4	240 sf	
5	Open Meeting / Lounge	4 pp	100 sf	NA	30:1	1		1	100 sf	
6	Other (Specify):									
7	Other (Specify):									
8	Subtotal (Shared Meeting Space)					24		21	2,708 sf	
9	Percent of Total Space								23%	

\* Total Count reflects the sum of counts according to the space ratio but when a modified count is inputted, the modified count supersedes the value generated by the space ratio.

## PART C - STANDARD SUPPORT | RESOURCES SPACES | GENERAL

DESCRIPTION		PROPOSED SPACE						Notes / Comments:
Area	Recommended Ratio		Count	Modified Count	TOTAL			
	≤ 30 FTE	> 30 FTE			Count*	Area		
1	36" lateral files away from desk	9 sf	2 : 3 WS**	2 : 3 WS**	67	69	621 sf	Included in Centralized Storage
2	Standalone Printer	18 sf	as required	50:1	2	2	36 sf	
3	Copy / Print Room	120 sf	1 : Office	50:1	2	1	120 sf	
4	Plotter Room	120 sf	as required	as required	0	1	120 sf	
5	Service Desk (Field Office)	180 sf	1 : Office	NA	0	0	0 sf	
6	Reception Area	480 sf	NA	1 : Office	1	1	480 sf	
7	Coat Closet	24 sf	1 : Office	100:1	1	1	24 sf	
8	Pantry	120 sf	1 : Office	80:1	1	1	120 sf	
9	Break Area (adjacent to large meeting room)	560 sf	NA	1 : Office	1	1	560 sf	Includes Plotter  1 per agency
11	Mail Room	120 sf	as required	1 : Office	1	1	120 sf	
12	Storage Room	120 sf	as required	as required	0	4	480 sf	
13	Wellness Room	120 sf	as required	1 : Office	1	1	120 sf	
14	Other (Specify):							
15	Other (Specify):							
16	Other (Specify):							
17	Subtotal (Shared Resource Space)			77		83	2,801 sf	
18	Percent of Total Space						23%	

This section auto-generates based on number of employees provided above. For “as required” ratios, you must manually include count when that space type is needed. Counts should only be modified (see Modified Count column) for special instances. All counts should be reviewed and approved for each sub-agency.

\* Total Count reflects the sum of counts according to the space ratio but when a modified count is inputted, the modified count supersedes the value generated by the space ratio.

\*\* WS = Total workstation count

## PART D - 1.0 SPECIAL SUPPORT SPACE | GENERAL

DESCRIPTION	PROPOSED SPACE							Notes / Comments:	
	Area	Recommended Ratio		Count	Modified Count	TOTAL			
		≤ 30 FTE	> 30 FTE			Count*	Area		
1	Mud / shower Room	120 sf	1 : Office	1 : Office	1		1	120 sf	This section auto-generates based on number of employees provided above. For “as required” ratios, you must manually include count when space type is needed. Counts should only be modified (see last column) for special instances that should be reviewed and approved for each sub-agency. For any
2	IT Server Room	120 sf	as required	1 : Office	1		1	120 sf	
3	IT Storage Room	120 sf	as required	1 : Office	1		1	120 sf	
4	High Density Storage Room	260 sf	as required	as required	0		0	sf	
5	Other (Specify):								
6	Other (Specify):								
7	Subtotal (Special Support Space - General)				3		3	360 sf	
8	Percent of Total Space							3%	

\* Total Count reflects the sum of counts according to the space ratio but when a modified count is inputted, the modified count supersedes the value generated by the space ratio.

## PART D - 2.0 SPECIAL SUPPORT SPACE | SUB-AGENCY

SPECIAL SUPPORT SPACE   SUB-AGENCY									
DESCRIPTION	PROPOSED SPACE							special support space is excluded from the total ABOA.	
	DS	DS	DS	Count	Count	Area			
1 Aerial Photo / GIS - Open Storage	NRCS	14	14	126 sf	14	126 sf	Include requirements for flat files		
Imaging Room	TSD	1	1	120 sf	1	120 sf			
	NRCS, TSD	4	4	480 sf	4	480 sf	One room per sub-agency		

Exhibit G

(b) (7) Space and Design Guide

DS Agency: DS  
 Leasing: [Signature]  
 Government: JS

# Space Guideline

## REQUEST for SPACE

### Example - Spokane, WA

These spaces must be indicated manually by each sub-agency. The area (in SF) and count must be indicated. Any additional required space types not listed here, indicate under "other". All special support space is excluded from the total ABOA.

5	Lab Room						0	sf	
6	Exterior Processing Space						0	sf	
7	Other (Specify):						0	sf	
8	Other (Specify):						0	sf	
9	Other (Specify):						0	sf	
10	Other (Specify):						0	sf	
11	Other (Specify):						0	sf	
12	Other (Specify):						0	sf	
13	Subtotal (Special Support Space - Sub-Agency)						19	726 sf	
14	Percent of shared space:							6%	

#### PART E - SUMMARY OF EXISTING OFFICE SPACE | SUB-AGENCY (Enter information on the current office space)

DESCRIPTION	Colocated Agency 1	Colocated Agency 2	Colocated Agency 3	Colocated Agency 4	Colocated Agency 5	Colocated Agency 6	Notes / Comments:
1 Number of FTE							
2 Current Lease Expiration							
3 Rentable Square Footage							
4 ABOA Square Footage*							
5 ABOA Square Footage / FTE							

\* ANSI/BOMA Office Area (ABOA). Also consider the Usable Area for the organization. Used in Occupancy Agreement.

Summary of existing office should be used as a reference for new office space. Sub-agencies must manually input this section. Indicate "unknown" for any cells that cannot be completed.

#### ELEMENT 6 - SPECIAL REQUIREMENTS

Complete this element only if requirements exceed standard specifications listed in the Solicitation for Others (SFO).

REVIEW ITEM	REQUIRED?			COMMENTS / SPECIFICS:
	YES	NO	N/A	
1 Lighting				
2 Observation windows in doors and/or sidelight glass panels next to doors				
3 Doors				
4 Security Locks				
5 Noise Reduction				
6 Alarm Systems				
7 Interior office door locks				
8 Floor loads in excess of 100 pounds per square foot (power files, a safe, large copy machine, or central file rooms)				
9 Non-slip floors				
10 Smooth surface and washable ceilings, partitions and walls.				
11 HVAC capable of maintaining acceptable operating environment in areas where there is a heat generating equipment				
12 Plumbing				
13 Dedicated or special electrical requirements (dimmer switch, 220 outlets, copier, etc).				
14 Exhaust fan vented to building exterior and separately switched inside the room.				
15 Sink				
16 Built-in counters and cabinets				
17 Floor drains				
18 Parking requirements (fencing, "pull-through" parking for cattle trailers, lighting, etc.).				
19 Storage				
20 Flammable or hazardous storage (NOTE: if "yes," attach documentation to include material names, amounts, and storage requirements.)				
21 Special fire protection features to meet requirements for item 22.				
22 ADP Room				
23 Other: Conference				
24 Other: Bicycle storage/parking				

Element 6 section has not been modified from original Request for Space Document. Cells must be input manually. Any special requirements not listed here should be specified under "other".

#### CERTIFICATION SIGNATURES

1 FSA	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
2 NRCS	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
3 RMA	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
4 TSD	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
5 Additional Vacancies	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
6 -	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
7 -	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
8 -	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):

Sign off required by each sub-agency included in this Request for Space Document.

Exhibit G  
(b) (7) Space and Design Guide

DS  
MV  
Lessor:                      DS  
Government: JS DS

# Space GUIDELINE DESIGN GUIDELINES

(b) (7)(F)

Exhibit G  
(b) (7) Space and Design Guide

DS  
MV  
DS  
Lessor:                      Government: JS  
DS

## Introduction to the Design Guidelines

The (b) Design Guidelines were developed to ensure optimal real estate efficiency while enhancing both employee experience and brand consistency across all offices.

A vast amount of information was obtained about current work patterns and behaviors, the diversity of work throughout the sub-agencies and both the challenges and opportunities (b) faces in their approach to real estate and workplace. A comprehensive strategy for an organization with a footprint as large as (b), needs to strike a balance between customization and standardization in order to be practical and successfully implemented.

This Design Guideline will address strategies for both State and Field offices - which currently exhibit no cohesive brand identity and design from one office to the next. While State and Field offices serve very different purposes, and contain a diverse-mix of sub-agencies across geographies, a consistent set of strategies is possible, and desirable. Moreover, it can be adaptable and scalable for the different needs of each typography. The kit of parts prescribed in these documents was developed based on the individual needs of the sub-agencies in (b), but also reflecting efficiency and scalability, and the ease with which they fit together - to both optimize both efficiency and future flexibility.

Performance depends on many different factors and intelligent workplaces needs to factor in all elements – ambient qualities, systems performance, Furniture, Fixtures & Equipment (FF&E), facilities maintenance, and technology needs. These factors are addressed on a space-type level as well as an overall strategy to design an efficeint, healthy and motivating environment consistent with the (b)'s mission and objectives.

# Space and Design Guide

## WORK PATTERN ASSESSMENT

### Furniture Addresses a Variety of Workstyles

Work styles differ slightly across sub-agencies as indicated in the work pattern table below. As part of the strategy across (b) of-  
fices of varying scales, occupying different sub-agencies, (4) individual work settings were developed that can accommodate a variety  
of work styles and patterns:



#### Workstation\_Type 1: Deskbound Concentrative

Designed for individuals who spend 3/4 of the time at their desk performing solo work. This style requires greater acoustic and visual privacy.



#### Workstation\_Type 2: Deskbound Interactive

Designed for individuals who spend 3/4 or their day at their desk, but half of their time is spent collaborating either face-to-face or virtually.



#### Bench\_Type 3: Benching

Designed for individuals who spend 1/4 of their time outside of the office. While in the office, most of their time is spent collaborating either face-to-face or virtually.



#### Bench\_Type 4: 120 Degree Benching

Similar to Type 3, but best for larger sized offices, especially where there may be an irregular column and planning grid.

Exhibit G

(b) (7) Space and Design Guide

(b) (7)(F)  
GSA

Lessor:

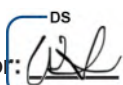


Government:

DS  
MV

DS  
JS

Exhibit G  
(b) (7) Space and Design Guide

**AECOM**

Lessor:  Government:   


## Design Guidelines

**WORKSTATION 6'x8'****Type 1 - Deskbound Concentrative\***

Space Type:

Individual Workspace

## Planning and Adjacencies

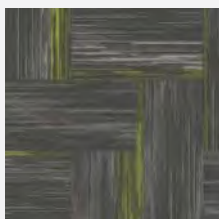
A standard space for an individual to accomplish focused solo work and short-term collaborative work who spend most of their time at their desk. Individual workstations are provided in combination with easily accessible meeting spaces for group work and focus booths for concentration or private conversation. Cluster workstations within the neighborhood. Size clusters based on team sizes and provide circulation between. Place near floor perimeter to maximize access to natural light.

\*Work Pattern: for a full understanding of GSA's Work Patterns, see Workplace Solutions Library under: <http://www.gsa.gov/portal/category/105683>.

## Interior View



## Furniture and Finishes



Modular Carpet, CT-1



Task Chair Upholstery



Focus Task Chair, CH-1



Panel Fabric Option A



Panel Fabric Option B



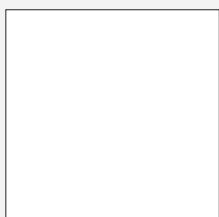
Panel Fabric Option C



LED Task Lamp



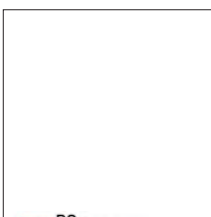
Storage Bookshelf



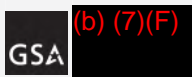
Wall Paint Color, PT-1



Mobile Pedestal



Desk Laminates

**Exhibit G****(b) (7) Space and Design Guide****(b) (7)(F)**

Lessor:

Government:



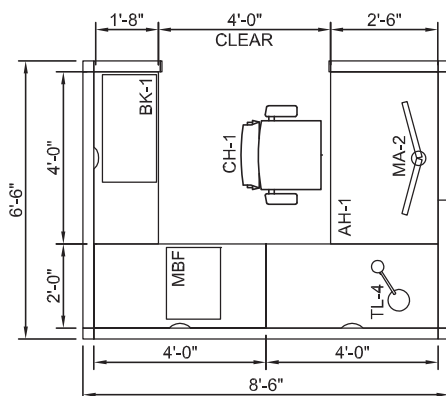
SPACE &amp; DESIGN GUIDE

# Design Guidelines

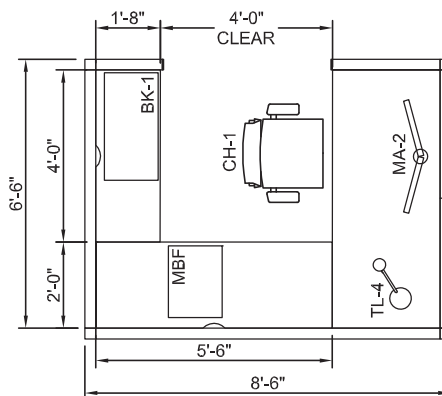
## WORKSTATION 6'x8'

### Type 1 - Deskbound Concentrative

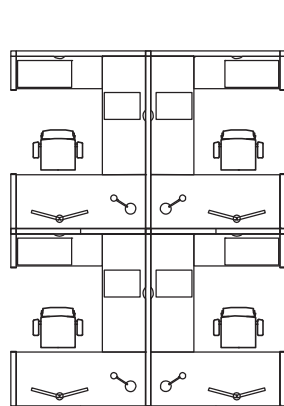
#### Furniture Plans



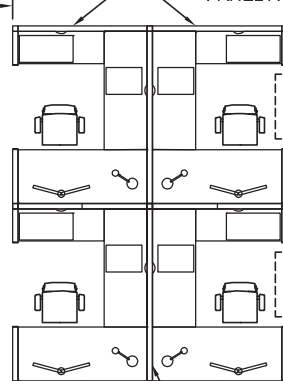
WK-3 WITH ADJUSTABLE WORK SURFACE AH-1.



WK-3



12" HIGH TRANSLUCENT TOP PANEL AT ENDS, TYPICAL



PROVIDE 36" MIN. CLEAR FOR T-SHAPED ADA TURNING SPACE

54" HIGH SOLID PANEL AT CENTER

#### Room Requirements

- ☐ Provide 54" high panels all sides for seated privacy
- ☐ Provide adjustable task light at each station.
- ☐ Provide (4) power outlets at work surface height, and (2) additional power outlets below work surface. Coordinate with furniture.
- ☐ Provide (4) data ports at work surface height, in addition to wireless access to data/internet. Coordinate with furniture.
- ☐ Provide two adjustable monitor arms as part of the workstation furniture system.
- ☐ Provide access to daylight with ability to control glare (e.g., individually controlled interior shading devices).
- ☐ Provide occupancy sensors and integrated daylight sensors for managing light levels in open office area.
- ☐ Provide GSA approved sound masking system in open office areas.

#### Furniture & Equipment Schedule

Code	Description	Quantity
WK-3	6' x 8' Workstation	1
AH-1	Optional adjustable ht. work surface, 48"W x 30"D	1
CH-1	Focus Task Chair	1
MBF	Mobile File Pedestal Storage	1
BK-1	Open Bookcase Storage, 30" wide	1
MA-2	Dual Monitor Arms	1
TL-4	LED Task Lamp	1

#### Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
ACT-1	Acoustical Ceiling Tile
WB-1	4" Rubber Wall Base
AF-1, 2, 3	Workstation Panel Fabric (Option A, B or C)

Exhibit G

(b) (7) Space and Design Guide

Lessor:

Government:

Refer to Schedules at end of this section for additional information.

## Design Guidelines

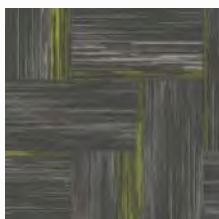
**WORKSTATION 6'x8'****Type 2 - Deskbound  
Interactive**

Space Type:

Individual Workspace

**Planning and Adjacencies**

A standard space for an individual to accomplish focused solo work and short-term collaborative work. Individuals who are deskbound interactive spend most of their time at their desk, with over half of their time meeting face to face or virtually. Individual workstations are provided in combination with easily accessible meeting spaces for group work and focus booths for concentration or private conversation. Cluster workstations within the neighborhood. Size clusters based on team sizes and provide circulation between. Place near floor perimeter to maximize access to natural light.

**Interior View****Furniture and Finishes**

Modular Carpet, CT-1



Task Chair Upholstery



Focus Task Chair, CH-1



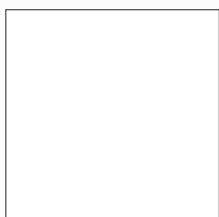
Panel Fabric Option A



Panel Fabric Option B



Panel Fabric Option C



Wall Paint Color, PT-1

Mobile Pedestal  
& Guest Chair

Guest Chair, CH-2



Storage Wardrobe

**Exhibit G****(b) (7) Space and Design Guide**Lessor: DSGovernment: JS

DS

MV

**(b) (7) SPACE & DESIGN GUIDE**

GSA

**(b) (7)(F)**

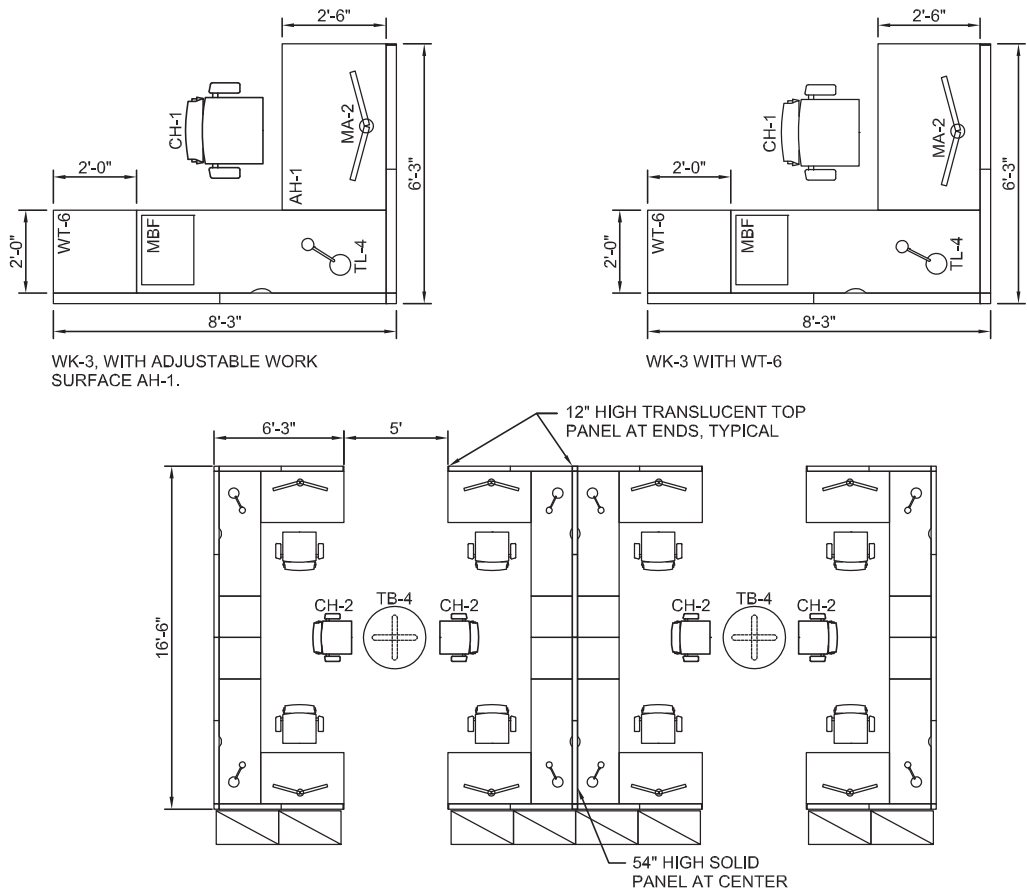
Design Guidelines

WORKSTATION 6'x8'

Type 2 - Deskbound

Interactive

Furniture Plans



Room Requirements

- ☐ Provide 54" high panels on two sides for seated privacy.
- ☐ Provide adjustable task light at each station.
- ☐ Provide (4) power outlets at work surface height, and (2) additional power outlets below work surface. Coordinate with furniture.
- ☐ Provide (4) data ports at work surface height, in addition to wireless access to data/internet. Coordinate with furniture.
- ☐ Provide up to two adjustable monitor arms as part of the workstation furniture system.
- ☐ Provide access to daylight with ability to control glare (e.g., individually controlled interior shading devices).
- ☐ Provide occupancy sensors and integrated daylight sensors for managing light levels in open office area.
- ☐ Provide GSA approved sound masking system in open office areas.

Furniture & Equipment Schedule

Code	Description	Quantity
WK-3	6' x 8' workstation	1
AH-1	Optional adjustable work surface, 48"W x 30"	1
CH-1	Focus task chair	1
CH-2	Guest side chair	2
MBF	Optional mobile file pedestal storage	1
MA-2	Dual monitor arms	1
TB-4	36" meeting table	1
WT-6	Wardrobe	1

Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
ACT-1	Acoustical Ceiling Tile
WB-1	4" Rubber Wall Base
AF-1,2,3	Workstation Panel Fabric (Option A, B or C)

# Design Guidelines

## BENCHING

### Type 3

Space Type:

Individual Workspace

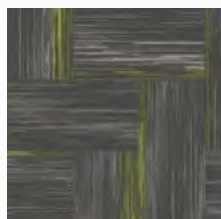
### Planning and Adjacencies

Flexible, unassigned and short-term open work spaces for mobile employees, visitors and customers working with team members. Include in public-facing areas for visitors, as well as in team neighborhoods for mobile or traveling employees. Distribute throughout team areas and consider locating in quiet areas, adjacent to team collaboration spaces.

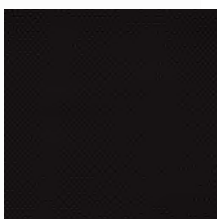
### Interior View



### Furniture and Finishes



Modular Carpet, CT-1



Task Chair Upholstery



Focus Task Chair, CH-1



Panel Fabric Option A



Panel Fabric Option B



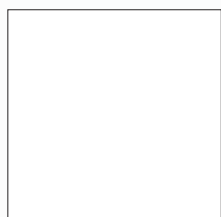
Panel Fabric Option C



LED Task Lamp



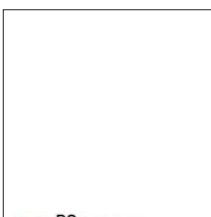
Mobile Pedestal



Wall Paint Color, PT-1



Mobile Pedestal



Desk Laminare

Exhibit G

(b) (7) Space and Design Guide



Lessor:

Government:

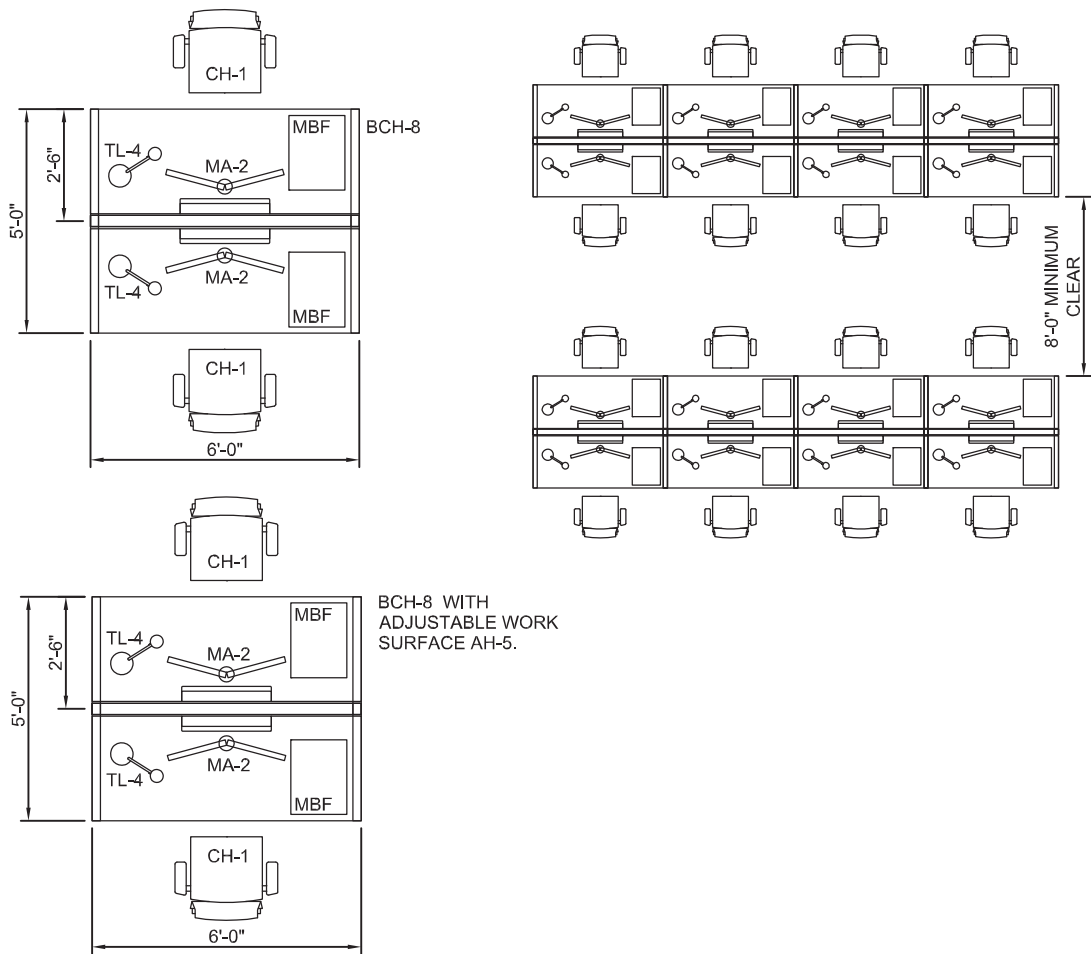


DS

MV

SPACE &amp; DESIGN GUIDE

Furniture Plans



Room Requirements

- ☐ Provide low, 24" high privacy panel between desks (facing).
- ☐ Provide individual privacy screen/separator on each side of desk, as appropriate.
- ☐ Provide adjustable LED task light at each station.
- ☐ Provide (4) power outlets at work surface height, and (2) additional power outlets below work surface. Coordinate with furniture.
- ☐ Provide (4) data ports at work surface height, in addition to wireless access to data/internet (guest Wi-Fi account, if applicable). Coordinate with furniture.
- ☐ Provide two adjustable monitor arms as part of the workstation furniture system.
- ☐ Lockable mobile file pedestal for storage or personal belongings.
- ☐ Provide GSA approved sound masking system in open office areas.

Furniture & Equipment Schedule

Code	Description	Quantity
BCH-8	Benching Workstation 72"W x 30"D (single)	1
CH-1	Focus Task Chair	1
MBF	Mobile file storage pedestal	1
TL-4	LED Task Lamp	1
MA-2	Dual Monitor Arm	1
AH-5	72" Adjustable Bench	1

Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
ACT-1	Acoustical Ceiling Tile
WB-1	4" Wall Base
AF-1,2,3	Workstation Panel Fabric (Option A, B or C)

## Design Guidelines

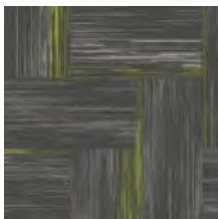
**BENCHING****Type 4 - 120 Degree**

Space Type:

Individual Workspace

**Planning and Adjacencies**

Flexible, unassigned and short-term open work spaces for mobile employees, visitors and customers working with team members. Include in public-facing areas for visitors, as well as in team neighborhoods for mobile or traveling employees. Distribute throughout team areas and consider locating in quiet areas, adjacent to team collaboration spaces. Recommend implementing only in larger sized offices.

**Interior View****Furniture and Finishes**

Modular Carpet, CT-1



Task Chair Upholstery



Focus Task Chair, CH-1



Panel Fabric Option A



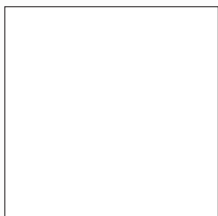
Panel Fabric Option B



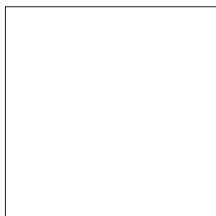
Panel Fabric Option C



LED Task Lamp



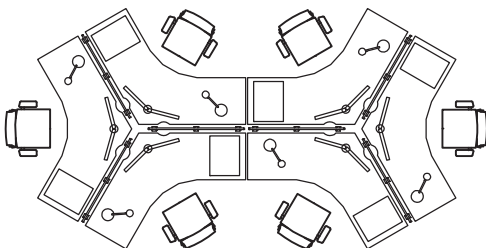
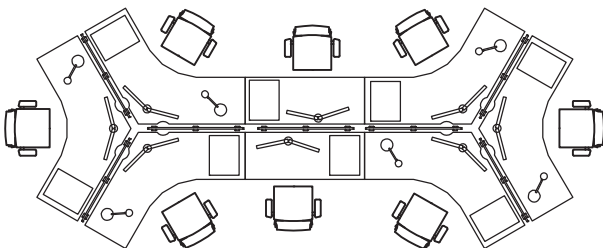
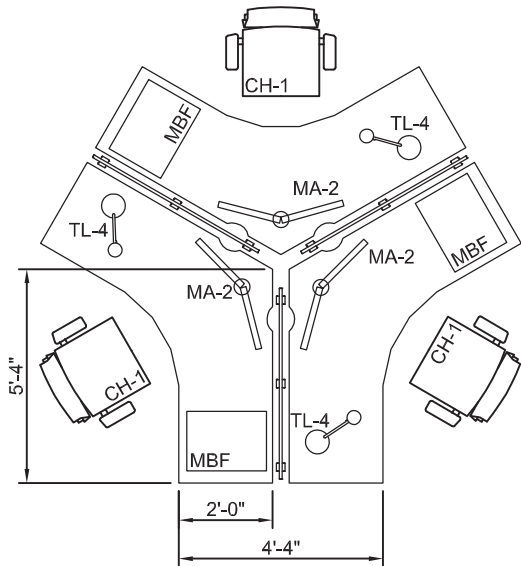
Wall Paint Color, PT-1



Desk Laminate

**Exhibit G****(b) (7) Space and Design Guide**Lessor: Government: 

Furniture Plans



Room Requirements

- ☐ Provide low, 24" high privacy panel between desks (facing).
- ☐ Provide individual privacy screen/separator on each side of desk, as appropriate.
- ☐ Provide adjustable LED task light at each station.
- ☐ Provide (4) power outlets at work surface height, and (2) additional power outlets below work surface. Coordinate with furniture.
- ☐ Provide (4) data ports at work surface height, in addition to wireless access to data/internet (guest Wi-Fi account, if applicable). Coordinate with furniture.
- ☐ Provide (1) min. adjustable monitor arm as part of the workstation furniture system in open office area.
- ☐ Provide GSA approved sound masking system in open office areas.

Furniture & Equipment Schedule

Code	Description	Quantity
BCH-10	Benching Workstation - 120 Degree	1
CH-1	Focus Task Chair	3
MA-2	Dual Monitor Arm	1
TL-4	LED Task Lamp	1
MBF	Mobile storage pedestal	1

Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
ACT-1	Acoustical Ceiling Tile
AF-1,2,3	Workstation Panel Fabric (option A, B or C)
WB-1	4" Wall Base

# Design Guidelines

## PRIVATE OFFICE

### Type 1

Space Type:

Individual Workspace

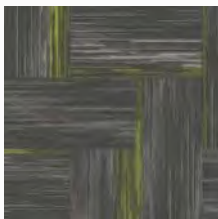
### Planning and Adjacencies

Private offices shall be designed to accommodate (1) one individual seated at a desk, with space for (2) two additional guests. These spaces are to be utilized by individuals who require high acoustic and visual privacy for meetings and phone calls or tele/video conferencing. Glass walls provide visibility to the open office, and allow daylight to penetrate through. Provide film for partial privacy.

### Interior View



### Furniture and Finishes



Modular Carpet, CT-1



Work Surface Laminate



Focus Task Chair, CH-1



Panel Fabric Option A



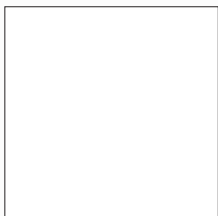
Panel Fabric Option B



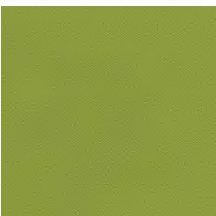
Panel Fabric Option C



LED Task Lamp



Wall Paint Color, PT-1



Guest Chair Upholstery



Guest Chair, CH-2

**Exhibit G**  
**(b) (7) Space and Design Guide**

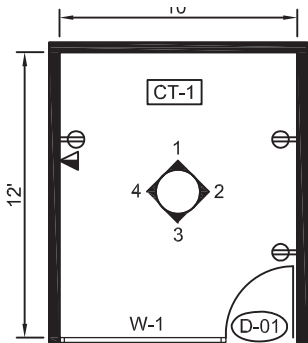
Lessor: DS Government: JS

Design Guidelines  
PRIVATE OFFICE  
Type 1

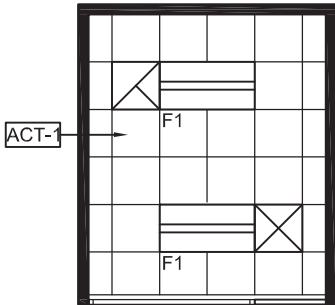
Floor Plans and Elevations

Legend

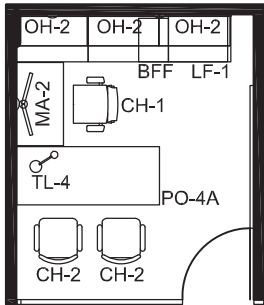
- Finish Tag X-X
- Duplex Outlet
- Furniture Tag x-x
- Data
- Door Tag X-X



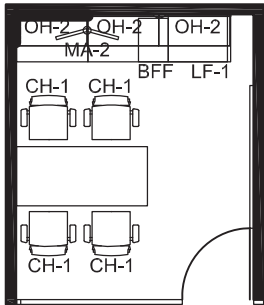
Floor & Power Plan



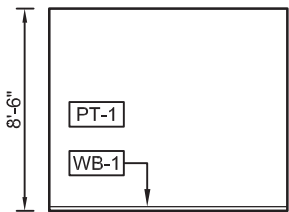
Reflected Ceiling Plan



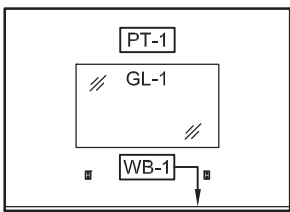
Furniture Plan  
Option A



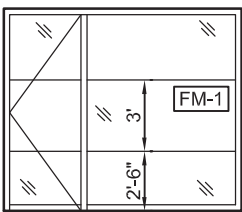
Furniture Plan  
Option B



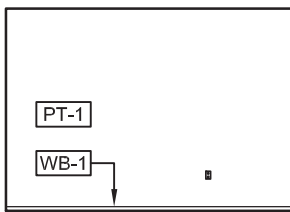
Elevation #1



Elevation #2



Elevation #3



Elevation #4

Room Requirements

- ☐ Provide VoIP Phone.
- ☐ Provide HVAC Controls.
- ☐ Provide (4) power outlets at work surface height, and (2) additional power outlets below work surface. Coordinate with furniture.
- ☐ Provide (4) data ports at work surface height, in addition to wireless access to data/internet (Guest access if appropriate). Coordinate with furniture.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.
- ☐ Provide Privacy Screen, PV-1, Acrylic finish.
- ☐ Provide Dual Monitor Arm, MA-2.
- ☐ Provide Undermount Task Lighting below Open Overhead Shelves, TL-1.
- ☐ Provide Reform Wall System at south entrance wall. See Plans.

Furniture & Equipment Schedule

Code	Description	Quantity
P0-4A	Private Office System	1
BFF	Stationary File Pedestal	1
LF-1	Lateral File, 2-High, 30" wide	1
CH-1	Focus Task Chair	1
CH-2	Focus Guest Chair	2
GL-1	Wall mounted writable glass	1
OH-2	Open Overhead Storage, 36" wide	3
TL-4	LED Task lamp	1

Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
ACT-1	Acoustical Ceiling Tile
WB-1	4" Rubber Wall Base
FM-1	Glazing Privacy Film

# Design Guidelines

## MEETING ROOM

### Type 1 - 4 Person

Space Type:

Standard Support - Meeting

### Planning and Adjacencies

Small meeting rooms shall be designed to seat up to 4 individuals for hosting small meetings, phone calls, tele/video conferencing, or for individual working. Locate adjacent to workstation clusters and in close proximity to enclosed offices. Provide a small meeting room directly adjacent to reception/service entry for invited guests. When possible, provide access to natural daylight. Glass walls provide visibility to the open office, and allow daylight to penetrate through. Provide film at seated height for partial privacy.

### Interior View



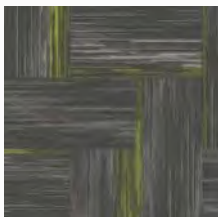
Option A



Option B



### Furniture and Finishes



Modular Carpet, CT-1



Guest Chair Upholstery



Guest Chair, CH-2



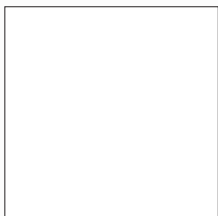
Panel Fabric Option A



Panel Fabric Option B



Panel Fabric Option C



Wall Paint Color, PT-1

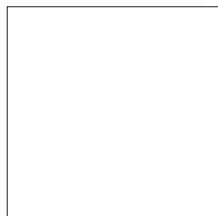


Table Laminate

### Exhibit G

(b) (7) Space and Design Guide



Lessor: DS Government: DS

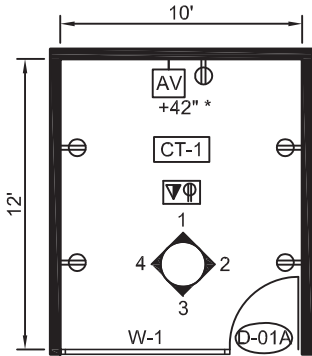
DS  
MV  
SPACE & DESIGN GUIDE

Design Guidelines  
**MEETING ROOM**  
Type 1 - 4 Person

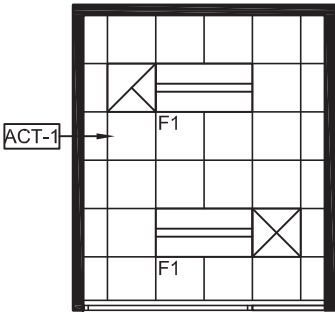
Floor Plans and Elevations

Legend

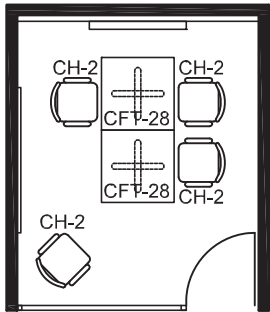
Finish Tag	X-X	Floor Box	ΦΔ
Duplex Outlet	Φ	Av Box	AV
Furniture Tag	x-x	Door Tag	X-X



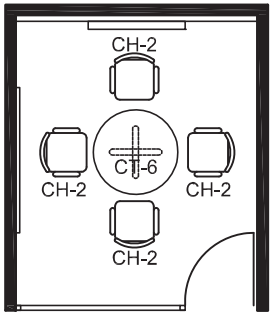
Floor & Power Plan



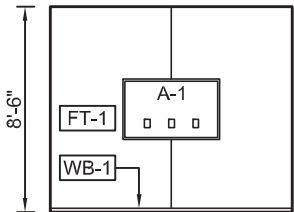
Reflected Ceiling Plan



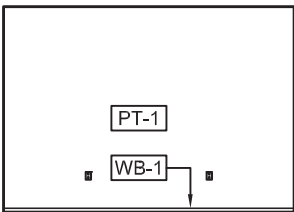
Furniture Plan  
Option A



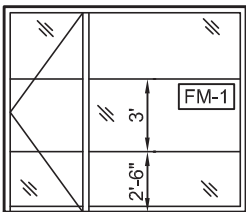
Furniture Plan  
Option B



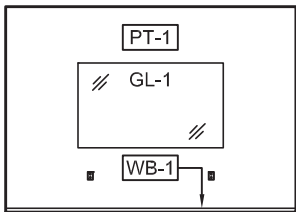
Elevation #1



Elevation #2



Elevation #3



Elevation #4

Room Requirements

- ☐ Provide VoIP Phone.
- ☐ Provide HVAC controls in each room.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise. Coordinate with furniture.
- ☐ Provide (1) wall mounted monitor. Refer to AV manufacturer's recommendations for power requirements. Coordinate with furniture.
- ☐ Provide concealed venting for A/V in wall to plenum above.
- ☐ Provide occupancy sensors.
- ☐ Provide felt on far wall behind monitor to assist with acoustic separation.
- ☐ Provide film (FM-1) on Reform Glazing Wall System.

Furniture & Equipment Schedule

Code	Description	Quantity
CFT-28	36"X36" Square Meeting Table (Option A)	2
CT-6	42" Round Meeting Table (Option B)	1
CH-2	Focus Side Chair	4
W-1	Reform Wall System	see plans
GL-1	Wall Mounted Writable Glass	1
A-1	Wall Monitor	1

Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
FT-1	Wall Felt (always behind wall mounted monitor)
WB-1	4" Rubber Wall Base
FM-1	Glazing Privacy Film
ACT-1	Acoustical Ceiling Tile

Exhibit G  
**(b) (7) Space and Design Guide**

Lessor: DS Government: JS  
Refer to Schedules at end of this section for additional information.

## Design Guidelines

**MEETING ROOM**

Type 2 - 10 Person

Type 3 - 20 Person\*

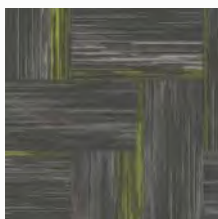
Space Type:

Standard Support - Meeting

**Planning and Adjacencies**

Meeting rooms for 10-12 people for large meetings, tele/video-conferencing, as well as presentations. Locate centrally within the office and adjacent to the reception/service desk in order to provide immediate access for invited guests. Ideally, locate close to the break area for convenience for invited guests. Consider locating doors off of the open office area for acoustic privacy. Provide access to daylight when possible. Glass walls provide visibility to the open office, and allow daylight to penetrate through. Provide film at seated height for partial privacy.

\*For type 3, 20-person meeting rooms, increase space to accommodate 30 SF per person.

**Interior View****Furniture and Finishes**

Modular Carpet, CT-1



Chair Upholstery



Focus Task Chair, CH-1



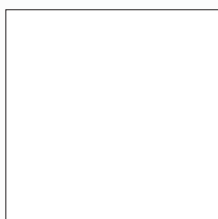
Wall Graphics Option A



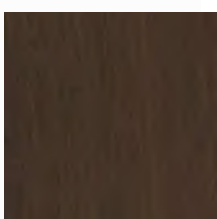
Wall Graphics Option B



Wall Graphics Option C



Wall Paint Color, PT-1



Credenza Base Laminate



Modern Planter

**Exhibit G**

(b) (7) Space and Design Guide

Lessor:

Government:

DS

MV

MEETING ROOM

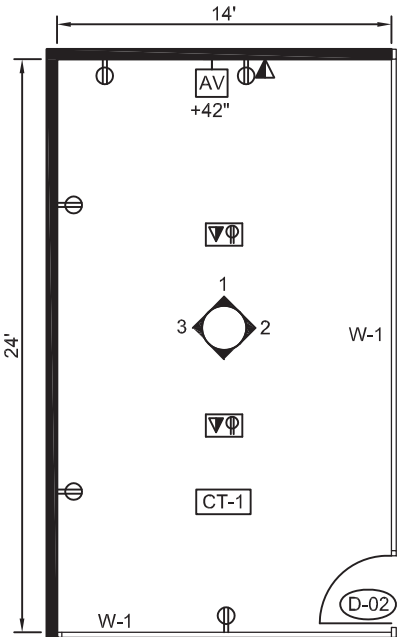
Type 2 - 10 Person

Type 3 - 20 Person\*

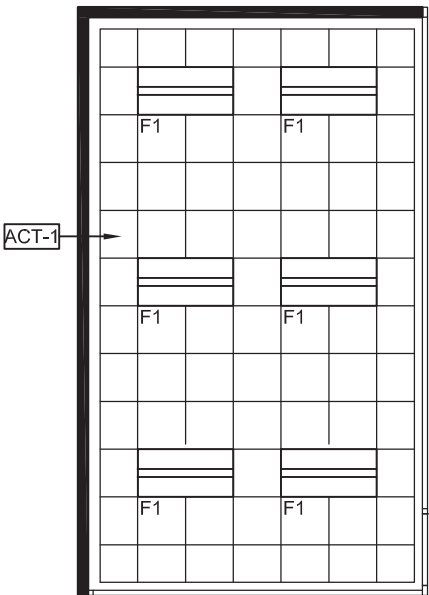
Floor Plans and Elevations

Legend

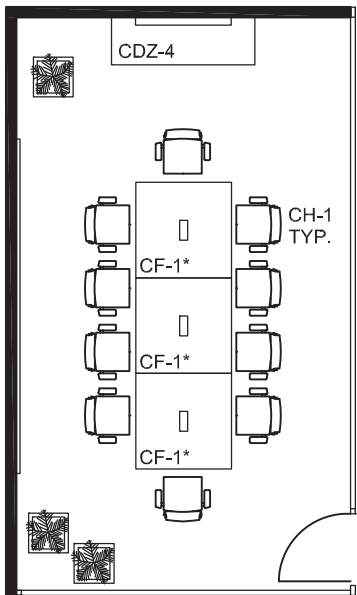
Finish Tag	X-X	Floor Box	Φ
Duplex Outlet	Φ	Av Box	AV
Furniture Tag	x-x	Door Tag	(X-X)



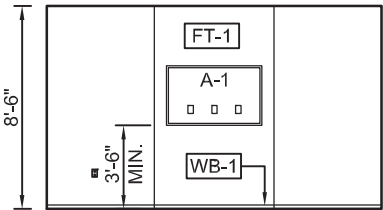
Floor & Power Plan



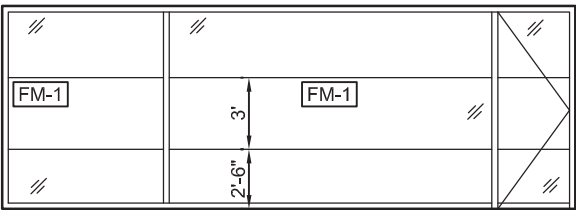
Reflected Ceiling Plan



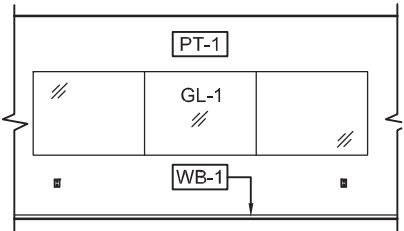
Furniture Plan



Elevation #1



Elevation #2



Elevation #3

Room Requirements

- ☐ Provide VoIP Phone.
- ☐ Provide HVAC Controls in each room.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise. See plans for location. Coordinate with furniture.
- ☐ Provide concealed venting for A/V in wall to plenum above.
- ☐ Provide felt on wall as scheduled behind wall mounted monitor.
- ☐ Provide Reform glass wall system with FM-1 film as shown.

Furniture & Equipment Schedule

Code	Description	Quantity
CF-1*	48" x 48" Conference Table	3
CH-1	Focus Task Chair	12-15
CDZ-4	24" x 72" Credenza	1
W-1	Reform Wall System	see plans
GL-1	Wall mounted writable glass	1
PLT-1	Modern Planter	3-4
A-1	Wall monitor	1

Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
WB-1	4" Rubber Wall Base
FM-1	Glazing Privacy Film
FT-1	Wall felt behind monitor

Exhibit G  
Space and Design Guide

Lessor: [Signature] Government: [Signature]

\*Refer to Schedules at end of this section for additional information.

# Design Guidelines

## QUIET ROOM / PHONE BOOTH

Space Type:

Standard Support - Meeting

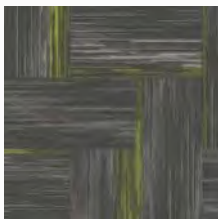
### Planning and Adjacencies

Quiet rooms / phone booths shall be designed to seat 1 person for individual work that requires high acoustic and visual privacy for phone conversations or highly concentrative work. Phone rooms shall be located adjacent to neighborhoods, in close proximity to workstation clusters and enclosed offices for quick access. Cluster together with support spaces to create buffers between neighborhoods. Glass walls provide visibility to the open office and allow daylight to penetrate through. Provide film at seated height for partial privacy. Sliding doors are optimal for space savings, but not required. However if sliding doors are used, they must be properly gasketted and quiet in operation. Where sound attenuation is important, swing doors will typically perform better.

### Interior View



### Furniture and Finishes



Modular Carpet, CT-1



Task Chair Upholstery



Focus Task Chair, CH-1



Panel Fabric Option A



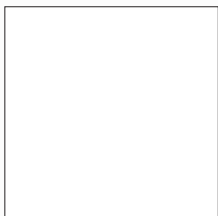
Panel Fabric Option B



Panel Fabric Option C



LED Task Lamp



Wall Paint Color, PT-1

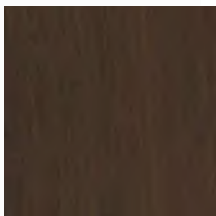


Table Laminate



Table

**Exhibit G**  
**(b) (7) Space and Design Guide**

Lessor: DS Government: DS

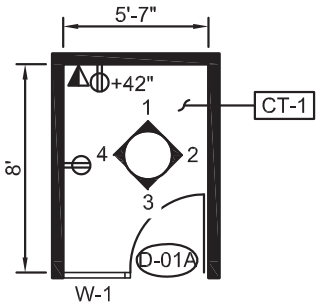
DS  
MV

Design Guidelines  
QUIET ROOM /  
PHONE BOOTH

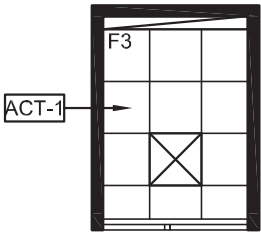
Floor Plans and Elevations

Legend

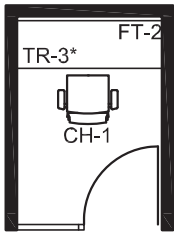
- Finish Tag
- Duplex Outlet
- Furniture Tag
- Door Tag
- X-X
- 
- x-x
- 



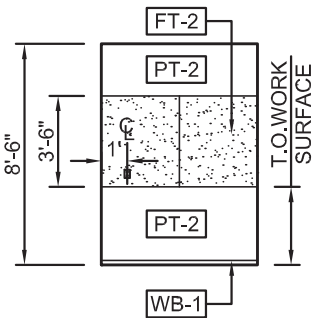
Floor & Power Plan



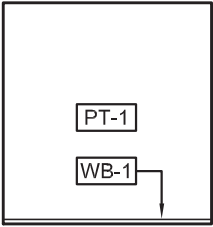
Reflected Ceiling Plan



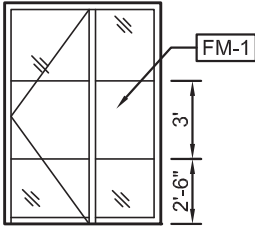
Furniture Plan



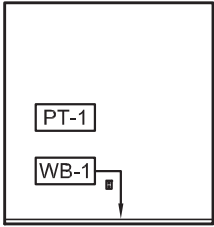
Elevation #1



Elevation #2



Elevation #3



Elevation #4

Room Requirements

- ☐ Provide VoIP Phone.
- ☐ Provide HVAC controls for each room.
- ☐ Provide a four-plex power outlet and data above work surface. Coordinate with furniture height.
- ☐ Provide additional power duplex at adjacent wall to work surface.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise. See Plans.
- ☐ Provide Occupancy Sensor.
- ☐ Provide felt on far wall to assist with acoustic separation.
- ☐ Provide film (FM-1) on Reform Glazing Wall System.

Furniture & Equipment Schedule

Code	Description	Quantity
TR-3*	Table, 60"W x 24"D	1
CH-1	Focus Task Chair	1
W-1	Reform Wall System	1

Finish Schedule

CT-1	Modular carpet
PT-1	Wall paint, general
PT-2	Wall paint north wall (behind felt)
ACT-1	Acoustic ceiling tile
WB-1	4" rubber wall base
FM-1	Film for Reform walls
FT-2	Wall acoustical panel/felt

Exhibit G  
(b) (7) Space and Design Guide

AECOM

Lessor:

Government:

Refer to Schedules at end of this section for additional information.

# Design Guidelines

## TRAINING ROOM

Space Type:

Standard Support - Meeting

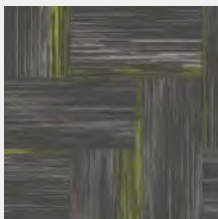
### Planning and Adjacencies

Training rooms shall seat 15-20 people (30 SF pp) for large meetings, tele/video-conferencing, as well as presentations. Locate centrally within the office, but away from main open office areas. Consider locating doors off of the open office area for acoustic privacy.

### Interior View



### Furniture and Finishes



Modular Carpet



Chair Upholstery



Focus Side Chair



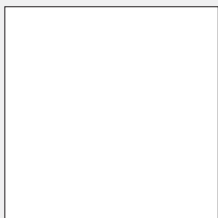
Wall Graphics Option A



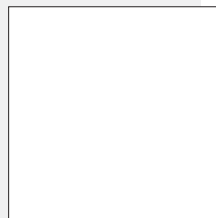
Wall Graphics Option B



Wall Graphics Option C



Wall Paint Color



Desk Laminate



Training Table

**Exhibit G**  
**(b) (7) Space and Design Guide**

Lessor: DS Government: JS

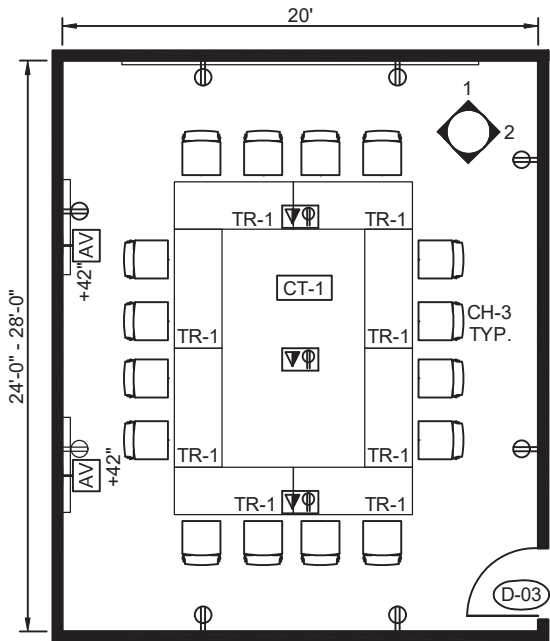
Space and Design Guide

# TRAINING ROOM

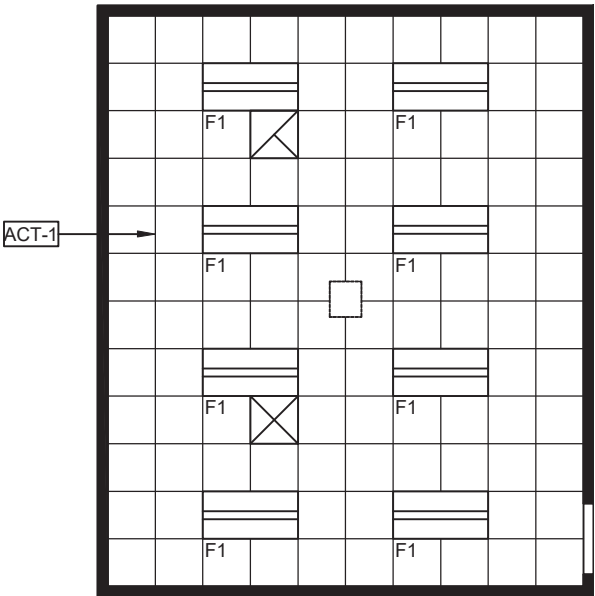
Floor Plans and Elevations

Legend

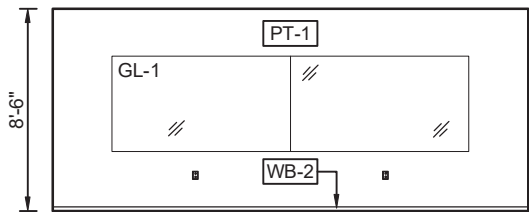
Finish Tag	X-X	Floor Box	⬢
Duplex Outlet	⊕	Av Box	AV
Furniture Tag	x-x	Door Tag	(X-X)



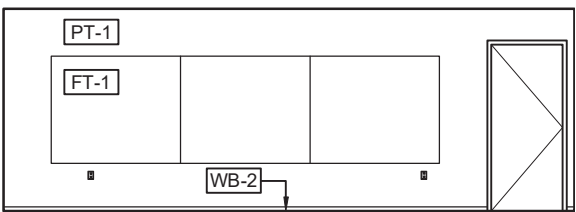
Floor, Furniture and Power Plan



Reflected Ceiling Plan



Elevation #1



Elevation #2

Room Requirements

- ☐ Provide VoIP phone and wireless data access.
- ☐ Provide individual HVAC controls in each room.
- ☐ Ensure acoustic separation through the use of acoustic materials, ceiling tiles, and carpet.
- ☐ Provide occupancy sensors, as well as manual lighting controls.
- ☐ Provide ceiling-mounted LCD projector with fully recessed electronic projection screen in HD format, tensioned, matte white with black masking borders.
- ☐ Provide at minimum, (1) surface mounted flat screen monitor, or digital display for sharing information with HDMI & VGA connectors.
- ☐ Provide a minimum of (10) data connections at training tables and easily accessible power outlets (min. 16).
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.
- ☐ Provide modular tables that can be easily configured for various team sizes/activities.
- ☐ Optional: movable walls or pivoting doors to increase flexibility and access to room areas.

Exhibit C

(b) (7) Space and Design Guide

AECOM

Lessor:

Government:

Furniture & Equipment Schedule

Code	Description	Quantity
TR-1	24"W x 60"L Training Table	8 (varies)
CH-3	TR-7 Mesh Seating, Armless, with Casters	16 (varies)
PJ-1	Ceiling Mounted Projector	1
A-1	Wall Mounted Monitor	2
GL-1	Wall mounted writable glass	1

Finish Schedule

CT-1	Modular Carpet
PT-1	Wall Paint
PT-2*	Wall Paint (Optional wall paint)
WB-1	Rubber Wall Base
ACT-1	Acoustical Ceiling Tile
FT-1, 2, 3	Tackable Felt Wall (Option A, B or C)

\*Refer to Schedules at end of this section for additional information.

# Design Guidelines

## BREAK AREA

Space Type:

Standard Support - General

### Planning and Adjacencies

An enclosed or semi-enclosed space to serve as a destination for refreshment. The space is provisioned to support food preparation and storage, coffee machines and recycle bins. Depending on size of office this may supplement a Social Zone or could be an area for socialization. If there is no Social Zone, provide options for seating. Locate adjacent to large meeting rooms, with divisible partition between, to accommodate larger groups of over 30 people when open. Some enclosure is necessary to reduce transmission of noise and smells into the workplace.

### Interior View



### Furniture and Finishes



Linoleum Floor Tile



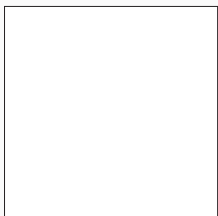
Light Pendant



Cafe Chair Upholstery



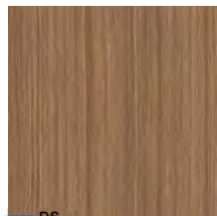
Cafe Chair, CH-4



Wall Paint Color



Backsplash Tile



Island Laminate



Cafe Table



Wall Graphics Option A



Wall Graphics Option B



Wall Graphics Option C

**Exhibit G**  
**(b) (7) Space and Design Guide**

Lessor: DS Government: DS

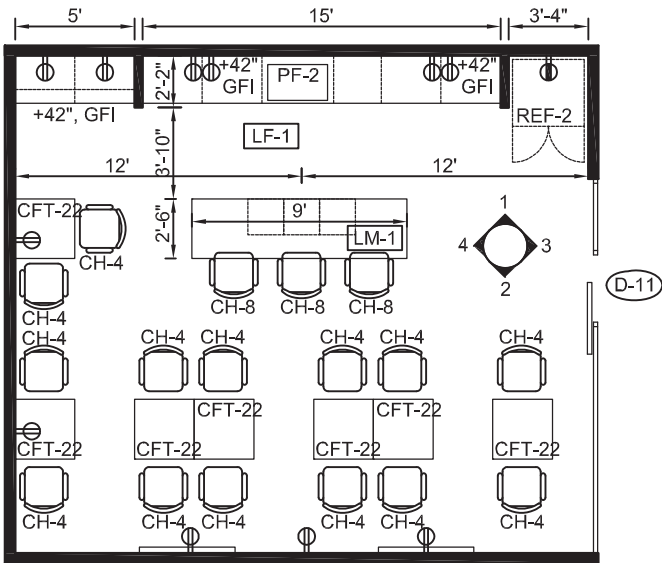
Space and Design Guide

**BREAK AREA**

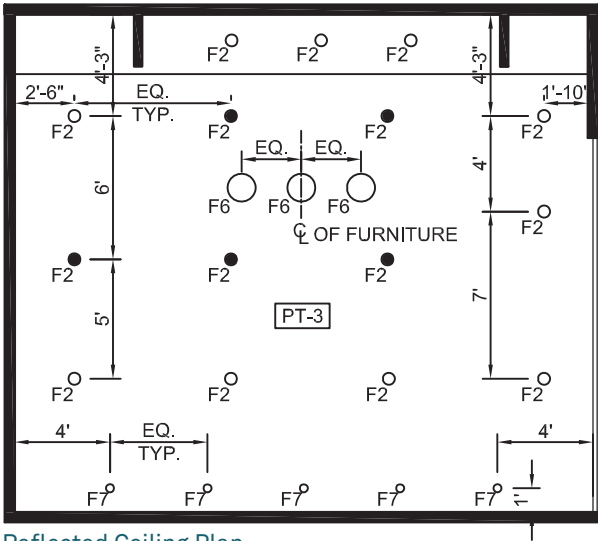
Floor Plans and Elevations

Legend

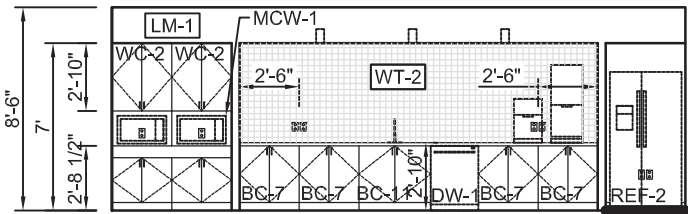
Finish Tag	X-X
Duplex Outlet	⊕
Furniture Tag	x-x
Av Box	AV



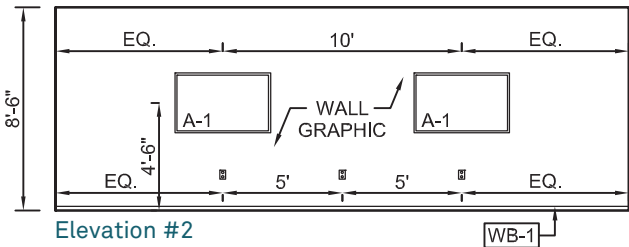
Floor, Furniture and Power Plan



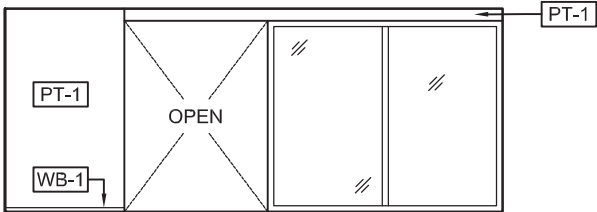
Reflected Ceiling Plan



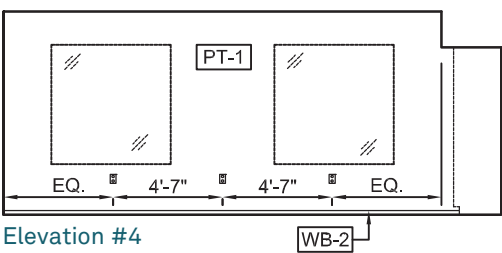
Elevation #1



Elevation #2



Elevation #3



Elevation #4

Room Requirements

- ☐ Provide occupancy sensors and integrated daylight sensors, as well as manual lighting control.
- ☐ Water supply and drainage required.
- ☐ Provide low-flow/water saving faucets.
- ☐ Provide kitchen appliances and equipment: refrigerator (up to 2), microwave oven (up to 2), sink, dishwasher (as needed).
- ☐ Provide wall mounted monitor with data connection capabilities.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.
- ☐ Include compost and recycle bins.
- ☐ Provide white board and pin-up space.

Furniture & Equipment Schedule

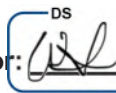

Code	Description	Quantity
CFT-22	Cafe Table	7 (varies)
CH-4	Cafe Chair	14 (varies)
REF-2	Refrigerator	1
DW-1	Dishwasher	1
CH-8	Bar Stool	2
WC-2	30"W Upper Cabinet	3
BC-7	30"W Base Cabinet	
BC-11	36"W Base Cabinet	

Finish Schedule

LF-1	Linoleum Floor Tile
PT-1	Wall Paint
LM-1	Wood Laminate
PT-3	Ceiling Paint
	Optional wall graphic (option A, B or C).

\*Refer to Schedules at end of this section for additional information.

Exhibit G  
Space and Design Guide

Lessor:  Government: 

DS  
MV

# Design Guidelines

## PANTRY

Space Type:

Standard Support - General

### Planning and Adjacencies

An enclosed or semi-enclosed space to serve as a destination for refreshment. The space is provisioned to support food preparation and storage, coffee machines and recycle bins.

### Interior View



### Furniture and Finishes



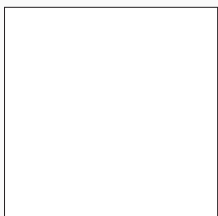
Linoleum Floor Tile



Cafe Chair Upholstery



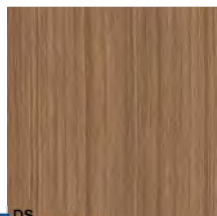
Cafe Chair, CH-4



Wall Paint Color



Backsplash Wall Tile



Laminate



Cafe Table

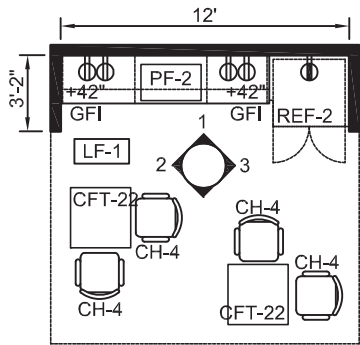
**Exhibit G**  
**(b) (7) Space and Design Guide**

Lessor: DS Government: DS

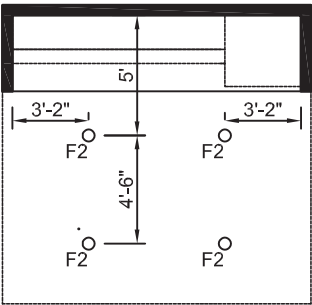
Legend

Finish Tag	X-X
Duplex Outlet	⊕
Furniture Tag	x-x
Av Box	AV

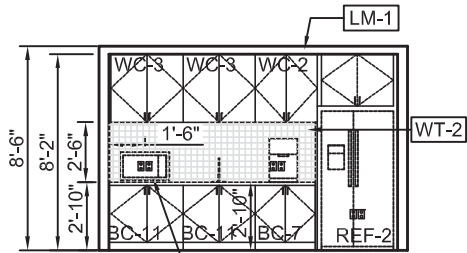
Floor Plans and Elevations



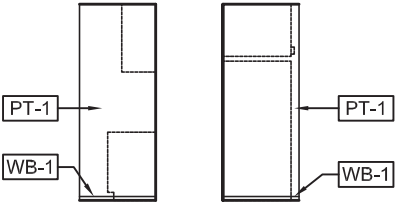
Floor & Power Plan



Reflected Ceiling Plan



Elevation #1



Elevation #2

Elevation #3

Room Requirements

- ☐ Provide occupancy sensors and integrated daylight sensors, as well as manual lighting control.
- ☐ Water supply and drainage required.
- ☐ Provide low-flow/water saving faucets.
- ☐ Provide kitchen appliances and equipment: refrigerator (1), microwave oven, and sink.
- ☐ Wall mounted power outlet shall be mounted at 42" AFF to centerline.
- ☐ Include compost and recycle bins.
- ☐ Provide white board and pin-up space when possible
- ☐ Provide Undermount lighting below upper cabinetry.

Furniture & Equipment Schedule

Code	Description	Quantity
CFT-22	Cafe Table	2 (varies)
CH-4	Cafe Chair	4 (varies)
REF-2	Refrigerator	1
MCW-1	Microwave	1
PF-2	Sink	1

Finish Schedule

LF-1	Linoleum Floor Tile
PT-1	Wall Paint
LM-1	Wood Laminate
PT-3	Ceiling Paint

# Design Guidelines

## RECEPTION AREA

Space Type:

Standard Support - General

### Planning and Adjacencies

The reception/service desk is a welcoming space and main access point to the office for employees and guests, that serves as a buffer between public and private access. This area should display USDA branding and identity. Locate reception adjacent to entry and/or elevator lobby. Position adjacent to at least (1) meeting or conference room. Consider a security strategy appropriate for the office location.

### Interior View



### Furniture and Finishes



Concrete Floor Finish



Wall Graphics Option A



Wall Graphics Option B



Wall Graphics Option C



Rox Lounge Chair



Chair Color



Reclaimed Wood at Desk



Modern Planter

Wall Paint, PT-1

### Exhibit G

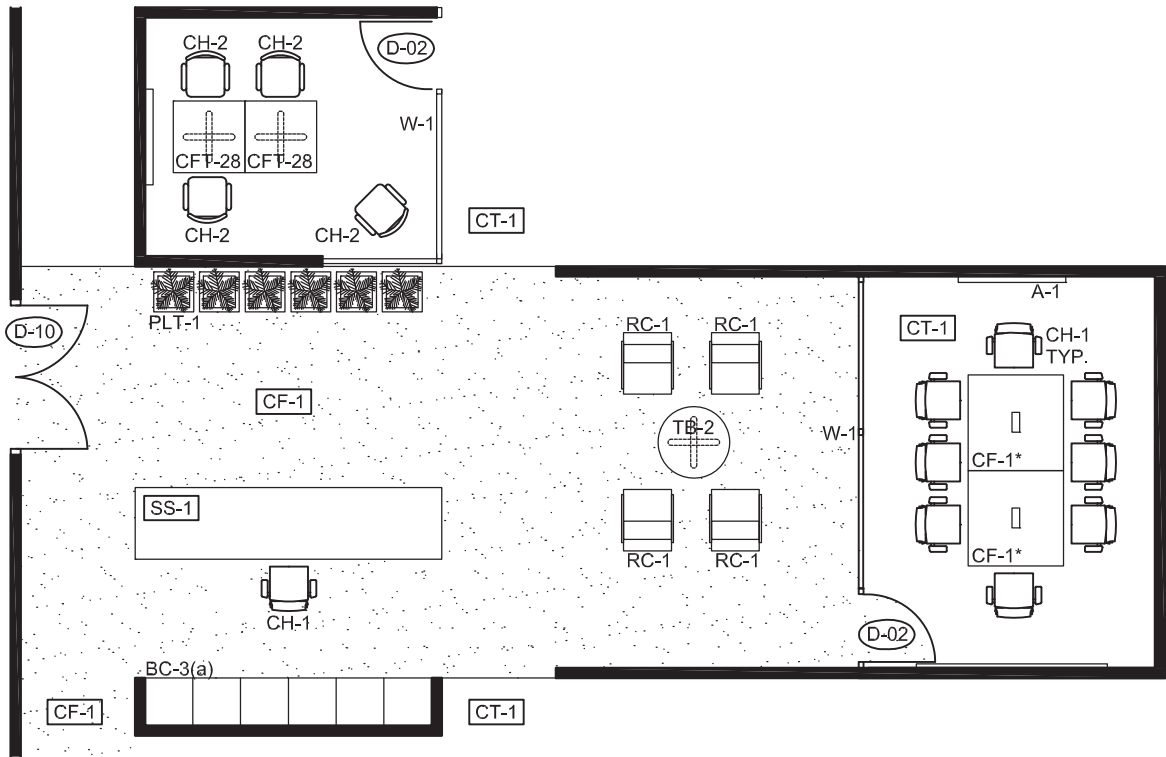
(b) (7) Space and Design Guide

DS DS  
 Lessor: Government:

Design Guidelines  
RECEPTION AREA

Floor Plans

- Legend
- Finish Tag X-X
  - Duplex Outlet
  - Furniture Tag x-x
  - Data
  - Door Tag X-X



Room Requirements

- ☐ Provide VoIP Phone
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.

Furniture & Equipment Schedule

Code	Description	Quantity
M-1	Millwork Reception Desk	1
PLT-1	Planters	8 (varies)
RC-1	Rox Lounge Chairs	4
BC-3(a)	24" Base Cabinets with counter	6
CH-1	Highback Task Chair	
CP-1	Counter 24" Deep	

Finish Schedule

CF-1	Concrete Floor Finish
SS-1	Solid surface counter
PT-1	Wall paint, all walls general
ACT-1	Acoustic Tile Ceiling
	Wall graphic (Option A, B or C) behind reception desk
RC-1	Reclaimed Wood Reception Desk

Exhibit G  
(b) (7) Space and Design Guide

AECOM

Lessor: DS Government: JS  
Refer to Schedules at end of this section for additional information.

# Design Guidelines

## WELLNESS ROOM

Space Type:

Standard Support - General

### Planning and Adjacencies

This is a lockable enclosed room intended for individual use. The room should provide complete visual and acoustic privacy. The environment should be relaxing and be used for nursing mothers or others needing a quiet place to take a short break.

### Interior View



### Furniture and Finishes



Modular Carpet, CT-1



Chair Upholstery



Lounge Chair, LG-2



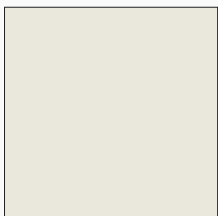
Wall Graphics Option A



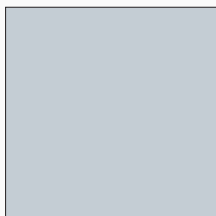
Wall Graphics Option B



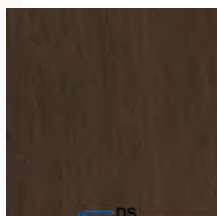
Wall Graphics Option C



Wall Paint, PT-1



Wall Paint, PT-5



Base Cabinet, LM-1



Side Table, OT-18

### Exhibit G

(b) (7) Space and Design Guide

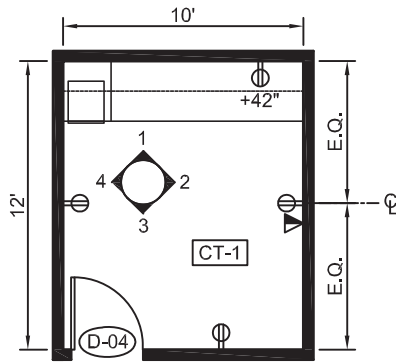
Lessor: *DS*

Government: *DS*

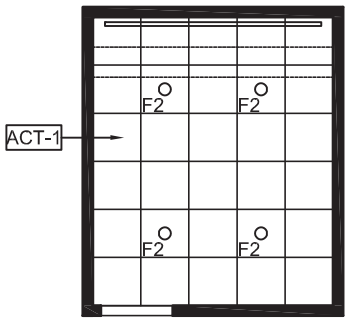
Floor Plans and Elevations

Legend

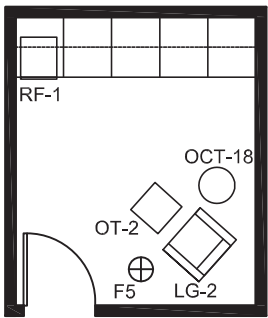
Finish Tag	X-X
Duplex Outlet	⊕
Furniture Tag	x-x
Data	▲
Door Tag	X-X



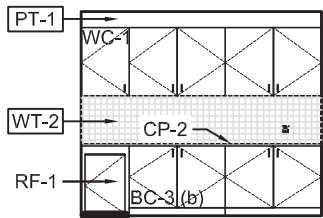
Floor & Power Plan



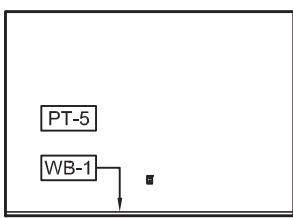
Reflected Ceiling Plan



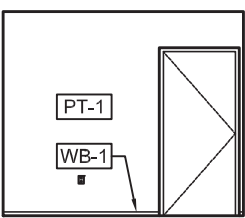
Furniture Plan



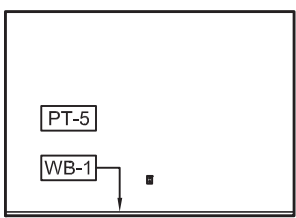
Elevation #1



Elevation #2



Elevation #3



Elevation #4

Room Requirements

- ☐ Provide VoIP Phone.
- ☐ Provide HVAC Controls in each room.
- ☐ Provide occupancy sensors, as well as lighting control by user with dimming switch.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.
- ☐ Provide lockable door hardware from inside of room.
- ☐ Provide mini-refrigerator below counter.

Furniture & Equipment Schedule

Code	Description	Quantity
WC-1	Upper Cabinet	5
BC-3(b)	Base Cabinet	4
CP-2	Countertop	2 (varies)
LG-2	Lounge Chair	1
OT-2	Ottoman	1
OCT-18	18" Diameter Side Table	1
RF-1	Mini-Refrigerator	1
F-5	Floor Lamp	1

Finish Schedule

CT-1	Modular carpet tile
PT-1	Wall paint north and south walls
PT-3	Ceiling paint
PT-5	Wall paint east wall
WB-1	Rubber wall base
	Option wall graphic west wall (Option A, B or C)

# Design Guidelines

## COPY / PRINT ROOM

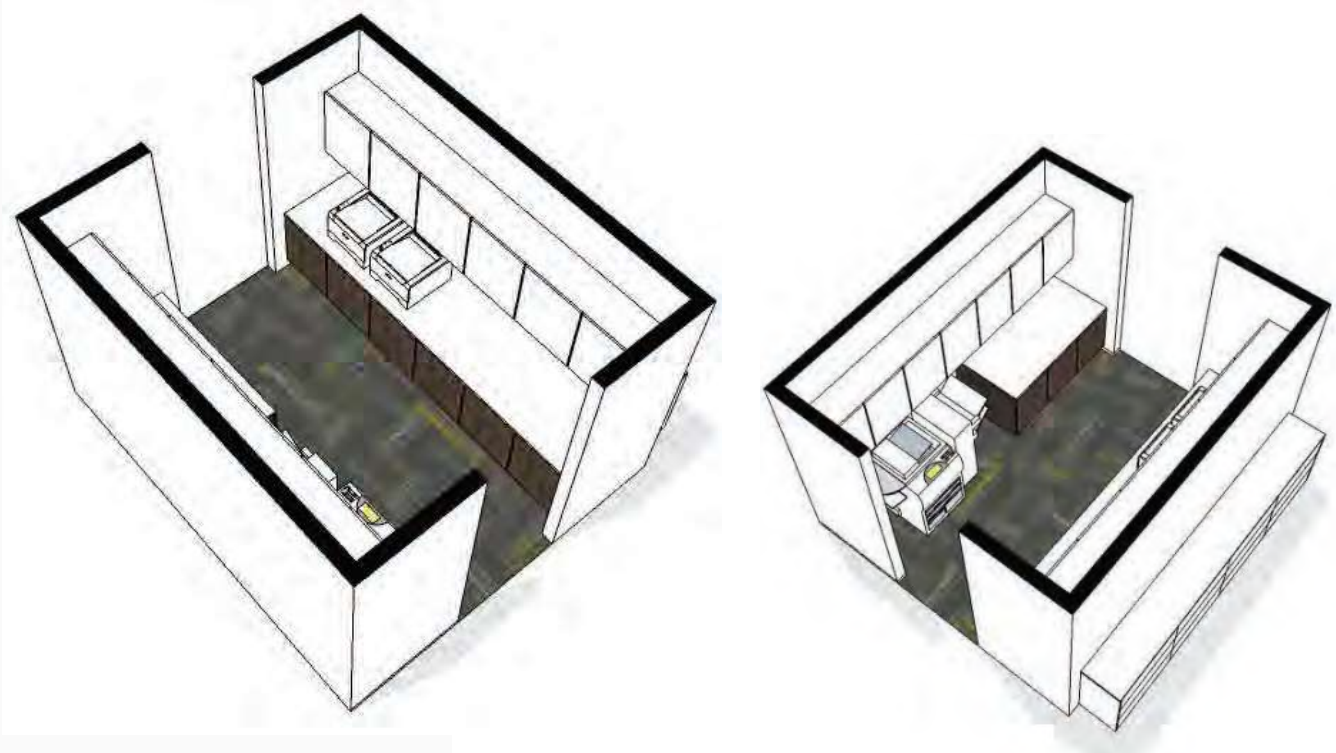
Space Type:

Standard Support - General

### Planning and Adjacencies

A small area for printing within some team neighborhoods. The print area is provided to increase accessibility, but should not cause acoustic disturbance. Inclusion of paper storage is recommended. Reduce number of local print areas when a floor print room is provided.

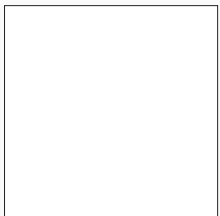
### Interior View



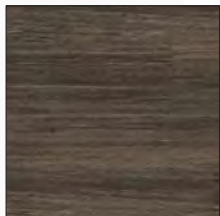
### Furniture and Finishes



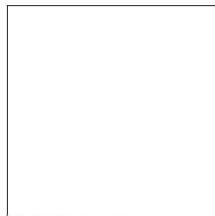
Modular Carpet, CT-1



Wall Paint Color, PT-1



Base Cabinet Laminate



Counter Laminate

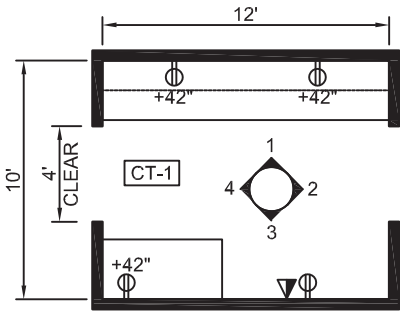
**Exhibit G****(b) (7) Space and Design Guide**Lessor: Government: 


SPACE &amp; DESIGN GUIDE

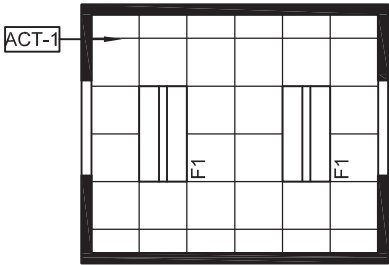
Floor Plans and Elevations

Legend

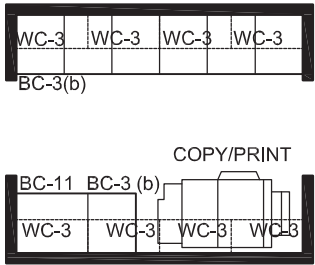
Finish Tag	X-X
Duplex Outlet	⊕
Furniture Tag	x-x
Av Box	AV



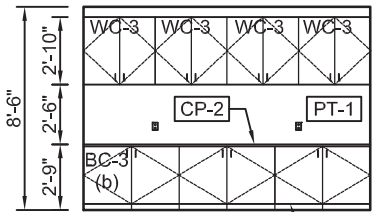
Floor & Power Plan



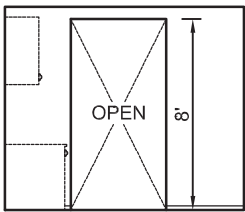
Reflected Ceiling Plan



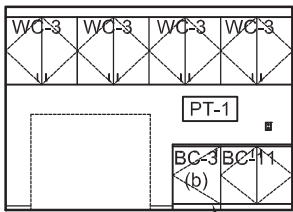
Furniture Plan



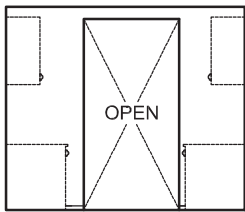
Elevation #1



Elevation #2



Elevation #3



Elevation #4

Room Requirements

- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise. Verify all equipment power requirements.
- ☐ Provide power outlets at counter height as shown. Coordinate power with equipment requirements, typical.

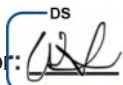

Furniture & Equipment Schedule

Code	Description	Quantity
WC-3	Upper Cabinet, 36" wide	8 (varies)
BC-3(b)	Base Cabinet, 24" wide with counter	7 (varies)
BC-11	Base Cabinet, 36" wide with counter	1 (varies)

Finish Schedule

CT-1	Modular Carpet Tile (continuous with adjacent floor material)
PT-1	Wall Paint
ACT-1	Acoustic Ceiling Tile
WB-1	4" Rubber Wall Base

Exhibit G  
(b) (7) Space and Design Guide

Lessor:  Government:   
Refer to Schedules at end of this section for additional information.

## Space and Design Guide

## MAILROOM

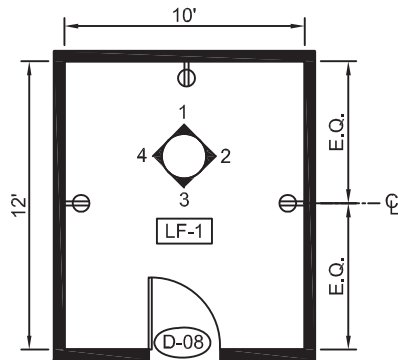
Space Type:

Standard Support - General

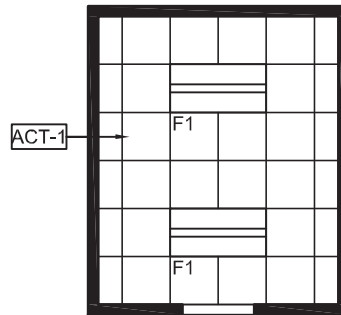
## Planning and Adjacencies

The Mail Area shall be located behind or adjacent to the reception area and should be centrally located to service all employees. It should be acoustically separated from open office areas, with no transparency to the office area.

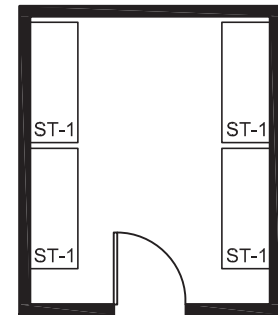
## Floor Plans and Elevations



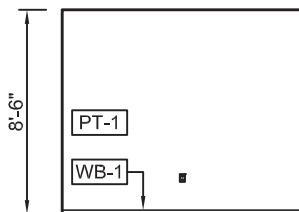
Floor &amp; Power Plan



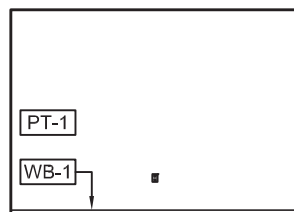
Reflected Ceiling Plan



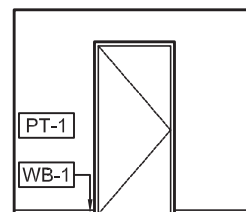
Furniture Plan



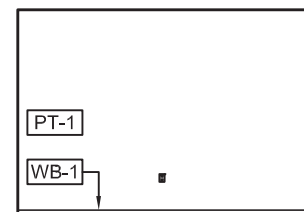
Elevation #1



Elevation #2



Elevation #3



Elevation #4

## Room Requirements

- ☐ Provide HVAC Controls in each room.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.

## Furniture &amp; Equipment Schedule

Code	Description	Quantity
ST-1	Floor Mounted Storage Unit	4

## Finish Schedule

LF-1	Linoleum Tile
PT-1	Wall Paint
ACT-1	Acoustic Ceiling Tile
WB-1	4" Rubber Wall Base

Exhibit G

(b) (7) Space and Design Guide

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Government:

Refer to Schedules at end of this section for additional information.

# Space and Design Guide

## STORAGE ROOM

Space Type:

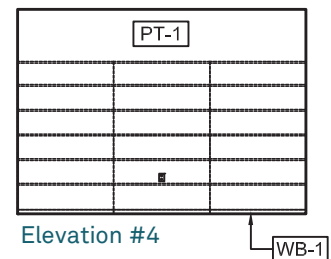
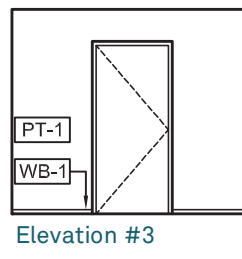
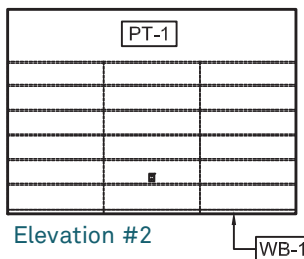
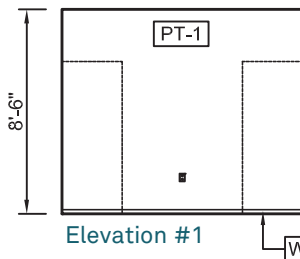
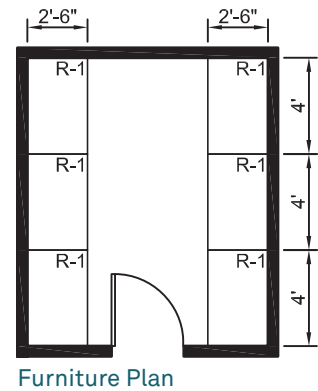
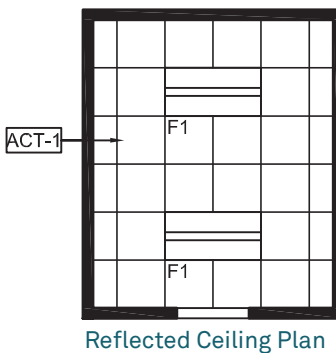
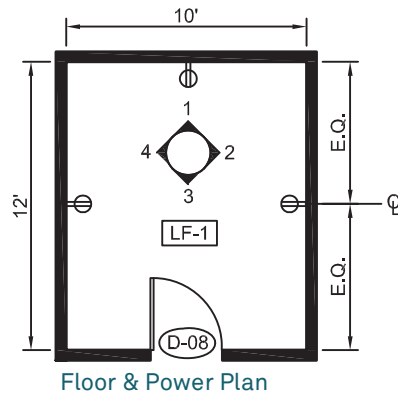
Standard Support - General

### Planning and Adjacencies

A storage room dedicated to a group or shared resource. This room is for equipment or other content that needs to be securely stored, but easily accessible within the office. Size and type of storage units will vary depending on content requirements.

In general, efforts should be made to reduce the amount of space devoted to equipment storage.

### Floor Plans and Elevations



### Room Requirements

- ☐ Provide HVAC Controls in each room.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.

### Furniture & Equipment Schedule

Code	Description	Quantity
R-1	Floor Mounted Storage Unit	6

### Finish Schedule

LF-1	Linoleum Floor Tile
PT-1	Wall Paint
ACT-1	Acoustic Ceiling Tile
WB-1	4" Rubber Wall Base

Exhibit G

(b) (7) Space and Design Guide

AECOM

Lessor:

Government:

Refer to Schedules at end of this section for additional information.

## Space and Design Guide

36" LATERAL FILES  
OPEN OFFICE AREA

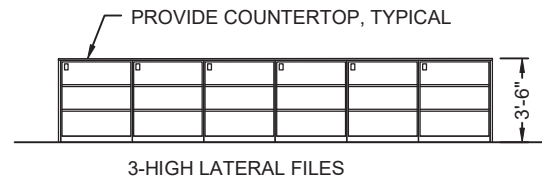
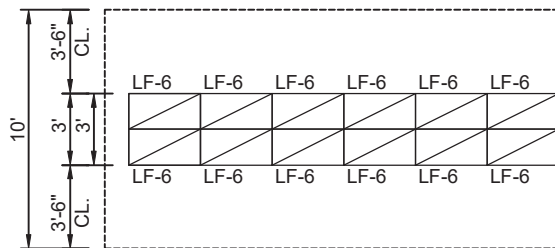
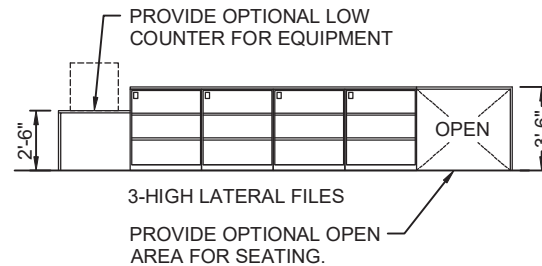
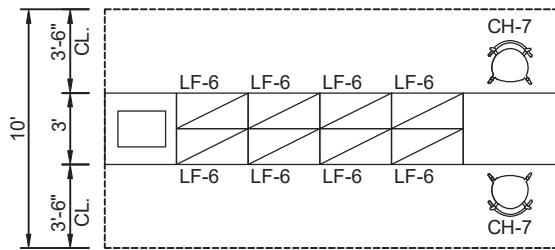
Space Type:

Standard Support - General

## Planning and Adjacencies

Open files are to be utilized for group shared storage. They shall be located adjacent to individual workspace and easily accessible. For every sub-agency's area, provide back to back files between workstations with a counter, to serve as an addition work surface, and to act as a buffer between workstations.

## Floor Plans and Elevations



## Room Requirements

- ☐ Provide access to power and data connections, at floor or adjacent wall.
- ☐ Provide counter area (open below) for optional seating at file bar.

## Furniture &amp; Equipment Schedule

Code	Description	Quantity
LF-6	36" wide, 3-high file storage	(varies)
CH-7*	Optional high stool at counter	2

## Finish Schedule

CT-1	Modular carpet (continuous with adjoining flooring material)
PT-1	Wall Paint (match adjacent wall finish)
ACT-1	Acoustical ceiling tile
WB-1	4" rubber wall base

## Exhibit G

(b) (7) Space and Design Guide

Lessor:

Government:

\*Refer to Schedules at end of this section for additional information.

Space and Design Guide

OPEN MEETING / LOUNGE

Space Type:

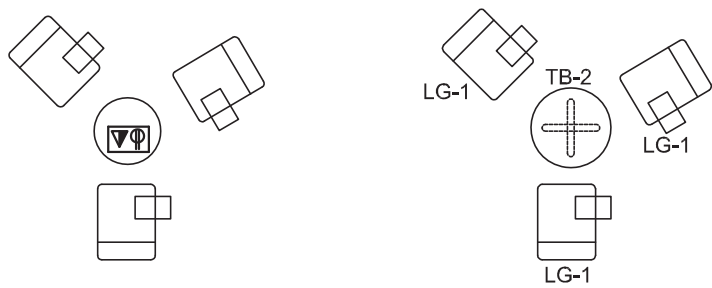
Standard Support - General

Planning and Adjacencies

An open area to support informal meetings and knowledge sharing between small groups and impromptu individual or group work. These spaces may also function as a place for visitors. The small open meeting areas may be dedicated to neighborhoods and are typically non-reservable for spontaneous interaction. Locate within neighborhoods or directly adjacent to social spaces for ease of access. Place adjacent to vertical surface to provide semi-enclosure or utilize mobile white boards and privacy panels for separation.

Floor Plans and Elevations

2-3 person furntire option with tablet arm lounge chairs:



4 person furntire option with lounge rocking chairs:



Room Requirements

- ☐ Provide access to power and data connections.
- ☐ Provide optional white board or pin-up space for sharing information adjacent to seating area.

Furniture & Equipment Schedule

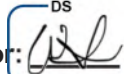

Code	Description	Quantity
LG-1	Lounge seat with tablet arm	2-4 (varies)
RC-1	Lounge Rox Chair	4 (varies)
TB-2	30" Diameter table	1


Finish Schedule

CT-1	Modular carpet (continuous with adjaceing flooring material)
PT-1	Wall Paint (match adjacent wall finish)
ACT-1	Acoustical ceiling tile
WB-1	4" rubber wall base

Exhibit G  
(b) (7) Space and Design Guide



Lessor:  Government: 



Refer to Schedules at end of this section for additional information.

# Design Guidelines

## MUD / SHOWER ROOM

Space Type:

Special Support Space

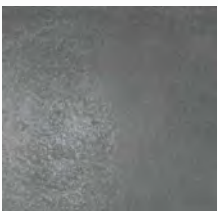
### Planning and Adjacencies

The Mud Room and Equipment Storage Room includes a shower area for cleaning and washing field equipment, and lockers and shelves for storing equipment. The room should provide complete visual and acoustic privacy, and shall be located away from open offices areas. Recommend locating adjacent to a point of entry, to limit path of travel through office. Locate near lavatories or existing plumbing.

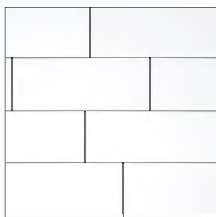
### Interior View



### Furniture and Finishes



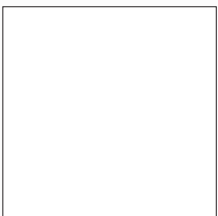
Floor Tile



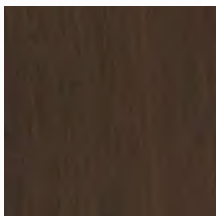
Wall Tile



Side Chair



Wall Paint Color, PT-1



Locker Finish



Lockers



Equipment Shelf

### Exhibit G

(b) (7) Space and Design Guide

Lessor: DS

Government: JS

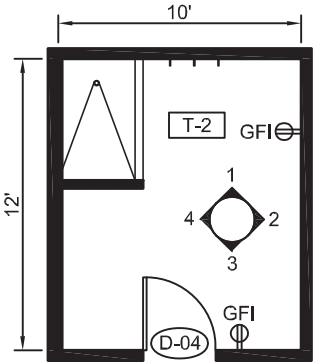
DS  
MV

Design Guidelines  
MUD / SHOWER  
ROOM

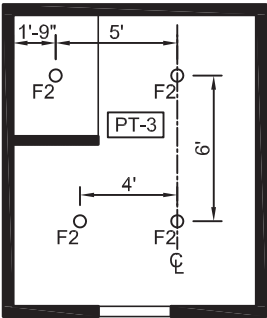
Floor Plans and Elevations

Legend

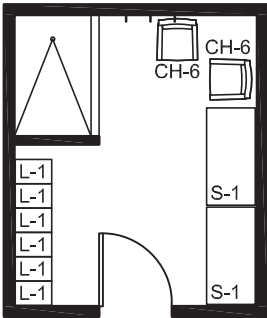
- Finish Tag
- Duplex Outlet
- Furniture Tag
- Door Tag
- X-X
- 
- x-x
- 



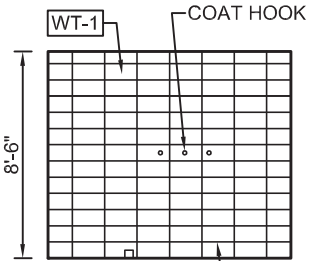
Floor & Power Plan



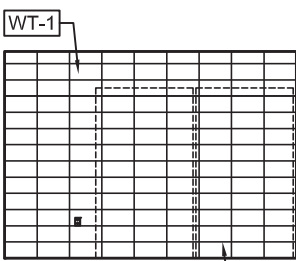
Reflected Ceiling Plan



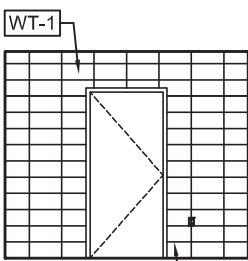
Furniture Plan



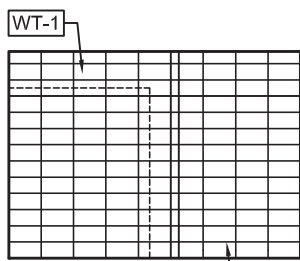
Elevation #1



Elevation #2



Elevation #3



Elevation #4

Room Requirements

- ☐ Wall mounted power outlet shall be GFI, and mounted at 18" AFF to centerline, unless noted otherwise.
- ☐ Ensure thermal comfort, visual and acoustic separation from adjacent spaces.
- ☐ Fully enclosed space. Do not provide any transparency.
- ☐ Water supply and drainage required. Hot water required.
- ☐ Optional: sink and counter space.
- ☐ Provide occupancy sensors, as well as manual lighting control.
- ☐ Provide non-slip floors.
- ☐ Provide low-flow/water saving faucets.
- ☐ Provide adequate exhaust to dissipate humidity.

Furniture & Equipment Schedule

Code	Description	Quantity
L-1*	Lockers	6
CH-6	Plastic, Armless Side Chair	2
S-1	Floor Mounted Shelving Unit, 24" x 48"	2
	Wall Mounted Coat Hooks	4

Finish Schedule

T-2	Floor Tile
WT-1	Wall Tile
PT-3	Ceiling Paint
WB-2	Cove Tile Wall Base

Exhibit G  
(b) (7) Space and Design Guide

Lessor: Government: Refer to Schedules at end of this section for additional information.

# Space and Design Guide

## HIGH DENSITY STORAGE

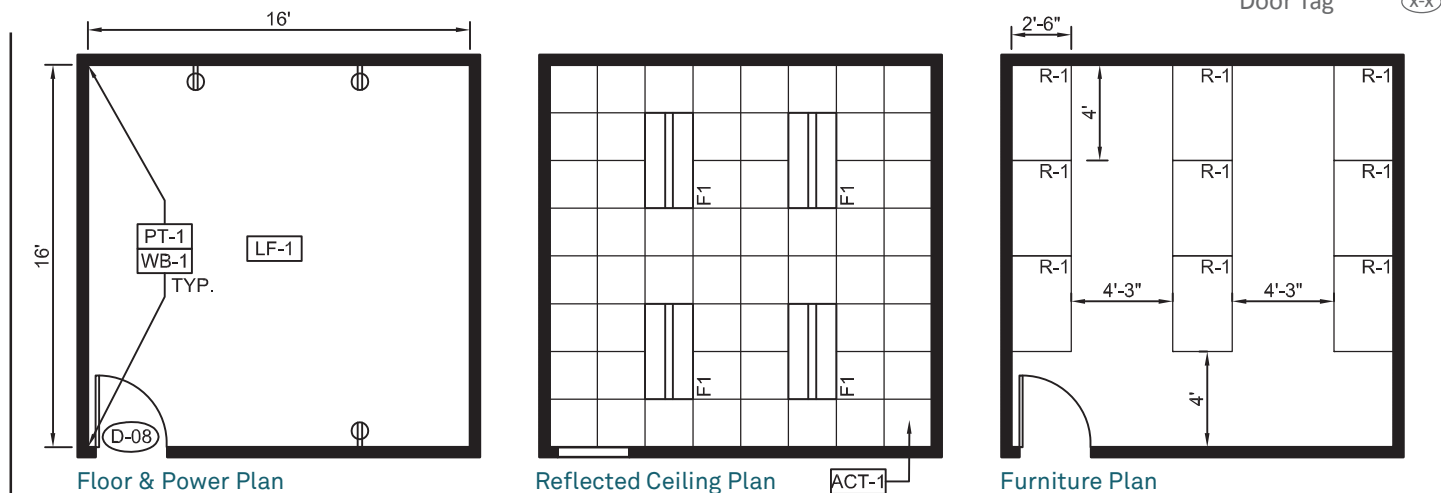
Space Type:

Special Support Space

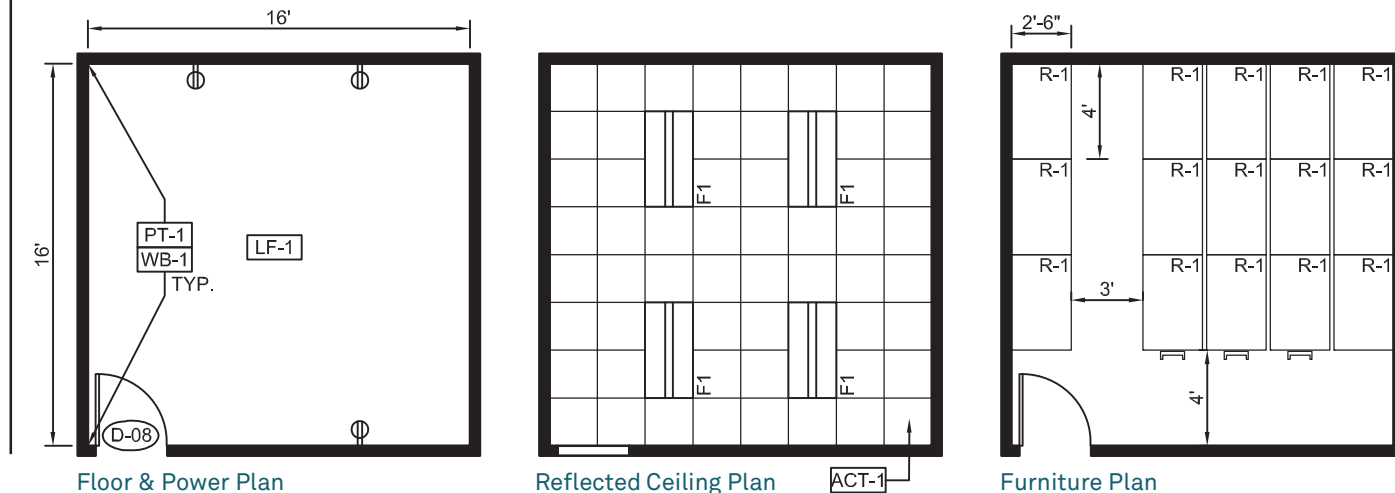
### Legend

Finish Tag	X-X
Duplex Outlet	⊕
Furniture Tag	x-x
Av Box	AV
Door Tag	(X-X)

Storage room shown with fixed storage, shown with (9) 30"d x 48"w storage units.  
Use in locations when building cannot structurally support high density storage.



Storage room shown with High Density Storage, shown with (15) 30"d x 48"w storage units.



### Room Requirements

- ☐ Provide HVAC Controls.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.
- ☐ High Density Storage units are 76" High. Ensure that lighting fixtures are coordinated with furniture locations.

### Furniture & Equipment Schedule

Code	Description	Quantity
R-1	48" Wide x 30" Deep Storage Unit	Varies
R-2	36" Wide x 30" Deep Storage Unit (Alternate)	Varies

### Finish Schedule

LF-1	Linoleum Floor Tile
PT-1	Wall Paint
ACT-1	Acoustic Ceiling Tile
WB-1	4" Rubber Wall Base

\*Refer to Schedules at end of this section for additional information.

Exhibit G

(b) (7) Space and Design Guide

Lessor: Government:

# Space and Design Guide

## IT SERVER ROOM

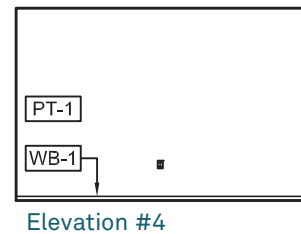
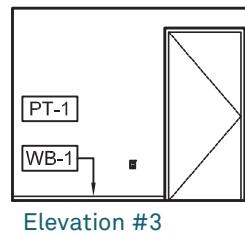
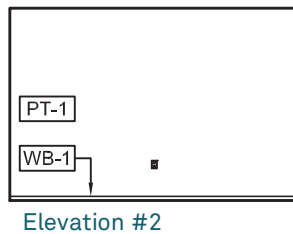
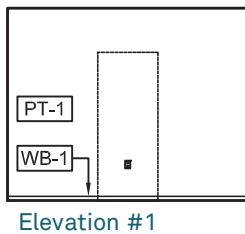
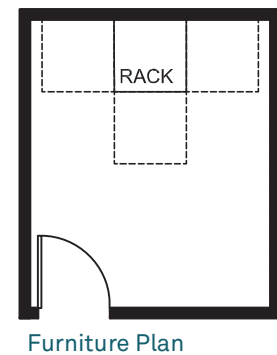
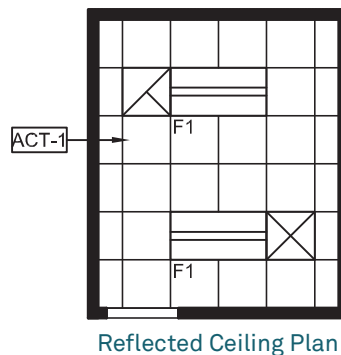
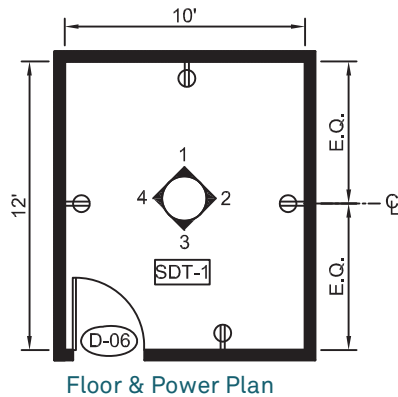
Space Type:

Special Support Space

### Planning and Adjacencies

A secure, enclosed space to store the servers on-site. The location should be adjacent or near the building core, away from public areas, mailrooms and loading docks. Locate away from areas where water bearing pipes would be overhead. Legacy servers, hardware or other unique requirements may require a larger server room. Configuration of the room shall allow a three-foot clearance around equipment. When space is contiguous on two adjacent floors, provide two stacked 120 SF IT Server Rooms, to allow for wiring connections between floors. Each room has to meet all the requirements of the USDA/OCIO/ITS requirements document.

### Floor Plans and Elevations



### Room Requirements

- ☐ Shall be separate, lockable and used only for telecommunications and computer equipment.
- ☐ Provide (1) sheet of 3/4" plywood, 4x8 feet, painted with fire retardant paint (Same color as wall), vertically mounted on the wall in the ADP room within 3 feet of an electrical outlet and the wiring cabinet. This will be for the extended demarcation point and for the installation of phone equipment.
- ☐ Provide dedicated circuits. Minimum of (2) 120 volt, 30 amp min. with true ground.
- ☐ Every door must be metal clad, lockable, with interior hinges, and controlled by a manual or electronic access control.
- ☐ Must not have windows.
- ☐ Room shall be cooled at all times. The ambient temperature shall be maintained between 68 to 75 degrees Fahrenheit. Ambient relative humidity levels shall be maintained between 45% and 55%. Temperature and humidity controls shall be managed within the room.
- ☐ If/when sprinkler heads are required, place so that they are not directly above equipment.
- ☐ Keep signage out of view of public, including on directories or building maps.
- ☐ For all equipment, refer to manufacturer's requirements.
- ☐ The ADP room shall be renovated to bring into compliance when a new Space is signed.

Exhibit G

(b) (7) Space and Design Guide

Lessor:

Government:

Refer to Schedules at end of this section for additional information.

### Furniture & Equipment Schedule

Code	Description	Quantity
RACK	ADP Equipment by owner	1 (varies)

### Finish Schedule

SDT-1	Static Dissipative Floor Tile
PT-1	Wall Color
WB-1	4" Wall Base

# Space and Design Guide

## IT STAGING ROOM WITH STORAGE

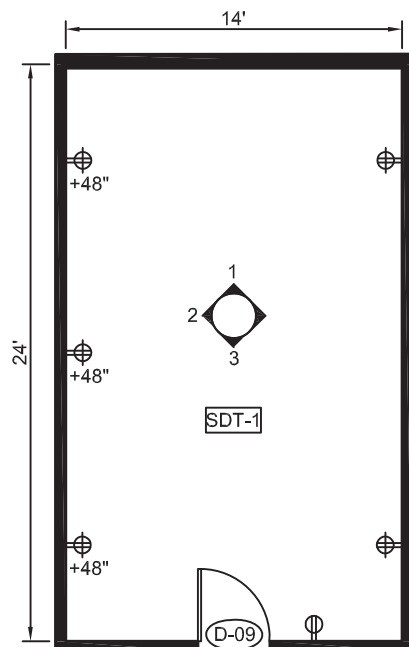
Space Type:

Special Support Space

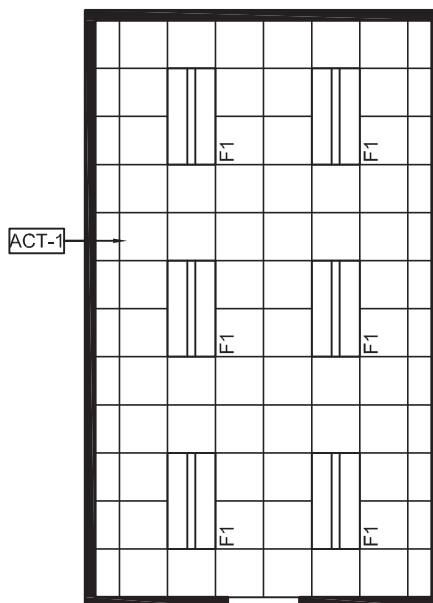
### Planning and Adjacencies

This room will serve as the IT employee office, work/setup area and storage. The location should be so the room is adjacent or near the building core, away from public areas. Locate away from areas where water bearing pipes would be overhead. When possible, all IT space shall be adjoining. Room size may vary based on location. Each room has to meet all the requirements of the USDA/OCIO/ITS requirements document.

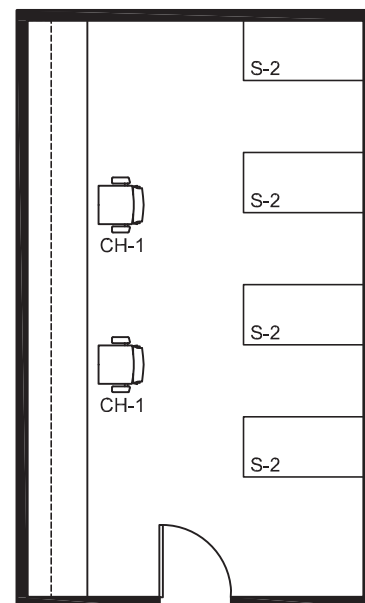
\*If office space does not have room for IT Staging and Storage Room, separate into two rooms: (1) 120 SF IT Staging Room and (1) 120 SF Storage room. Locate adjacent to each other.



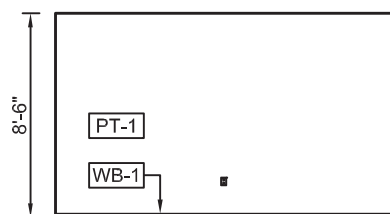
Floor &amp; Power Plan



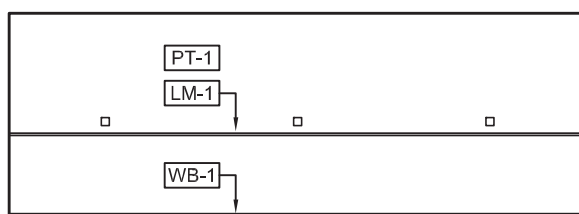
Reflected Ceiling Plan



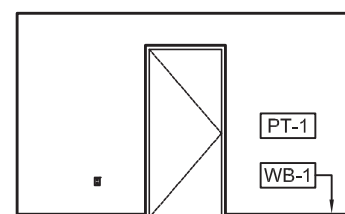
Furniture Plan



Elevation #1



Elevation #2



Elevation #3

### Room Requirements

- ☐ Provide HVAC controls in each room.
- ☐ Wall mounted power outlet shall be mounted at 18" AFF to centerline, unless noted otherwise.
- ☐ Room requirements may vary. Refer to Departmental Regulation, ITS Space Standards for the physical and security requirements for the computer room.
- ☐ Provide dedicated electrical circuits with isolated grounds.
- ☐ Dedicated circuits must be 110 volt, 20-ampere standard three-prong circuits with true earth ground terminated into uniquely marked "computer use only" duplex outlets.
- ☐ Rooms shall have four ceiling to floor walls and a lockable door.

### Furniture & Equipment Schedule

Code	Description	Quantity
CH-1	High Back Task Chair	Varies
	Millwork, 30"d wall mounted counter	

### Finish Schedule

PT-1	Wall Paint
ACT-1	Acoustic Ceiling Tile
SDT-1	Static Dissipative Floor Tile
WB-1	4" Wall Base

\*Refer to Schedules at end of this section for additional information.

Exhibit G

(b) (7) Space and Design Guide



Lessor:

Government:

DS  
MV

USDA LEASING GUIDELINES

# Space and Design Guide

## AERIAL PHOTO / GIS - OPEN STORAGE AREA

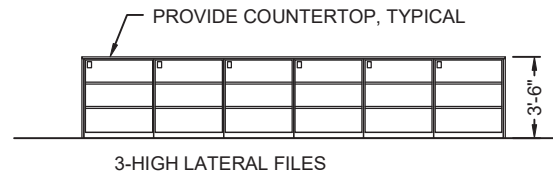
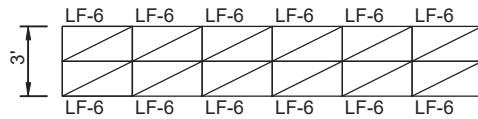
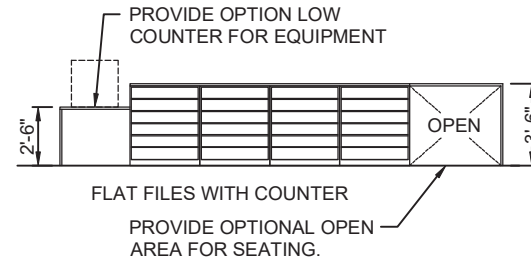
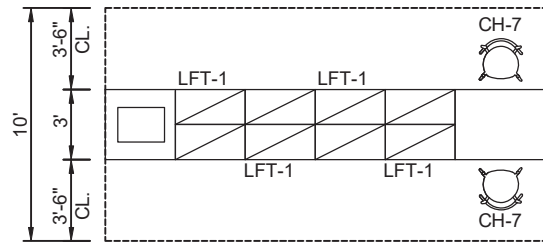
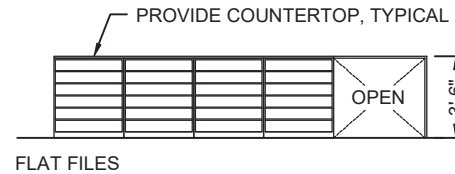
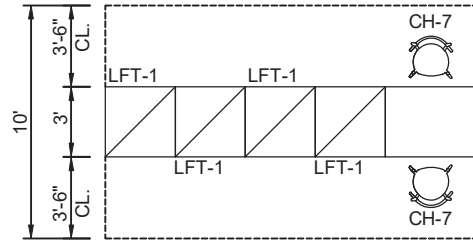
Space Type:

Special Support Space

### Planning and Adjacencies

Open files are to be utilized for group shared storage. They shall be located adjacent to individual workspace and easily accessible by individuals seated in the neighborhood. The GIS map storage uses flat lateral files for easy storing and access. A 42" high file bar can be modified to include an open counter area for seating.

### Floor Plans and Elevations



### Room Requirements

- ☐ Provide access to power and data connections, at floor or adjacent wall.
- ☐ Provide counter area (open below) for optional seating at file bar.

### Furniture & Equipment Schedule

Code	Description	Quantity
LFT-1	Lateral flat files	(varies)
CH-7*	Optional high stool at counter	2

### Finish Schedule

CT-1	Modular carpet (continuous with adjoining flooring material)
PT-1	Wall Paint (match adjacent wall finish)
ACT-1	Acoustical ceiling tile
WB-1	4" rubber wall base

Exhibit G

(b) (7) Space and Design Guide

AECOM

Lessor:

Government:

\*Refer to Schedules at end of this section for additional information.

# Design Guidelines

## LAB ROOM

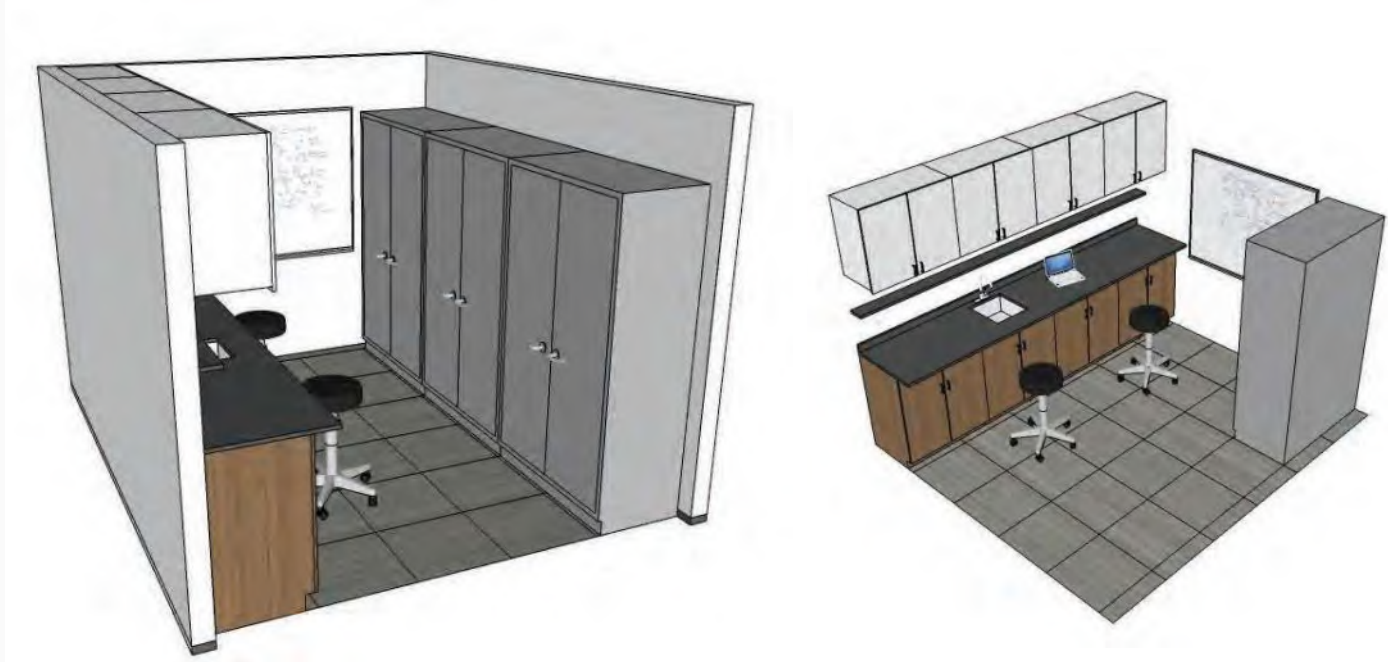
Space Type:

Special Support Space

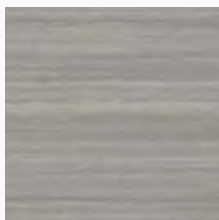
### Planning and Adjacencies

The lab room should be located away from open office areas, near the core of the building. It should not have any openings or transparency looking into the open office area and should be acoustically separated from the rest of the office. Proper ventilation shall be provided.

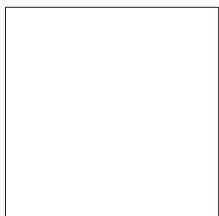
### Interior View



### Furniture and Finishes



Linoleum Floor Tile



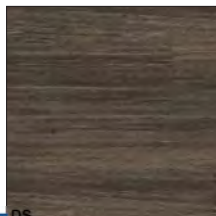
Wall Paint Color



Chair Vinyl



Lab High Stool, CH-5



Base Cabinet Laminate



Counter Laminate

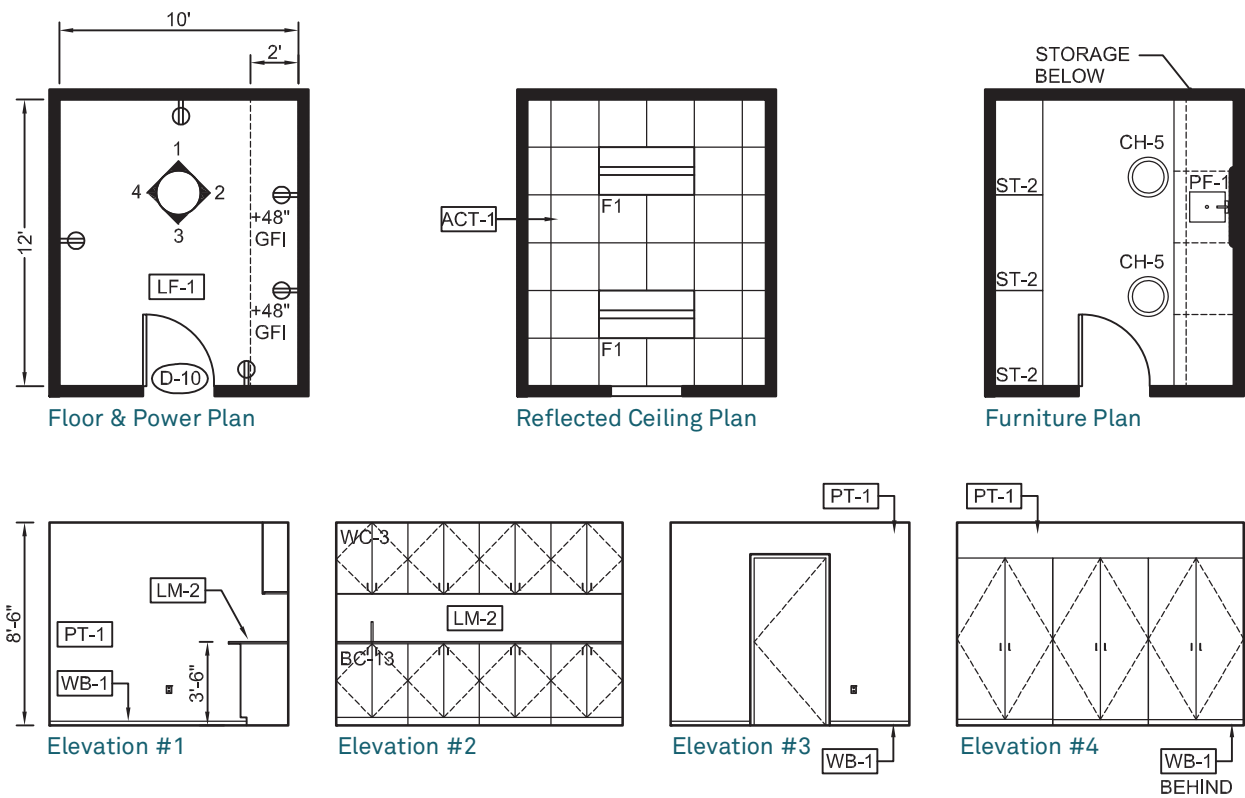
Exhibit G

(b) (7) Space and Design Guide

Lessor:

Government:

Floor Plans and Elevations



Room Requirements

- ☐ Provide HVAC Controls in each room.
- ☐ Wall mounted power outlets shall be GFI and mounted at counter height as shown. Coordinate with height of counter.

Furniture & Equipment Schedule

Code	Description	Quantity
CH-5	High Stool	2-3
WC-3	Upper Cabinet, 36" Wide	3
BH-13	24"D x 40"H Base Cabinet	
	Millwork Base Cabinet, 18"d.	

Finish Schedule

LF-1	Linoleum Floor Tile
PT-1	Wall Paint
ACT-1	Acoustic Ceiling Tile
WB-1	4" Rubber Wall Base
LM-2	Lab grade laminate

# Space and Design Guide

## SCHEDULES

### Furniture Schedule

MARK	DESCRIPTION	MANUFACTURER	DETAILS	FINISH/COLOR	COMMENT
<b>SEATING</b>					
CH-1	HIGHBACK TASK CHAIR	SITONIT SEATING	FOCUS WORK HIGHBACK	BACK: MESH, SLATE SEAT: SPICE, PEPPERCORN	PROVIDE WITH GSA FIT STANDARDS; LUMBAR SUPPORT, FULLY ADJUSTABLE ARMS
CH-2	SIDE CHAIR WITH MESH SEAT, WITH ARMS, NO CASTERS	SITONIT SEATING	FOCUS CHAIR	BACK: MESH, SLATE SEAT: SPICE, FENNEL	PROVIDE WITH GSA FIT STANDARDS
CH-3	TRAINING CHAIR, MESH SEAT, ARMLESS, WITH CASTERS	SITONIT SEATING	FOCUS CHAIR	BACK: MESH, SLATE SEAT: SPICE, PEPPERCORN	PROVIDE WITH GSA FIT STANDARDS
CH-4	CAFE CHAIR WITH MESH SEAT, ARMLESS, NO CASTERS	SITONIT SEATING	FOCUS CHAIR	BACK: MESH, APPLE SEAT: PEPPERCORN	PROVIDE WITH GSA FIT STANDARDS
CH-5*	LAB STOOL, ADJUSTABLE, HIGH-HEIGHT ROUND STOOL	CRAMER, OR EQUAL	RHINO PLUS, ROUND STOOL #RSOH1	SEAT: BLACK VINYL, RHINOPLUS, NIGHT 292 FRAME: BLACK	NOT GSA FIT PRODUCT
CH-6*	MUD ROOM PLASTIC SIDE CHAIR	SITONIT SEATING, OR EQUAL	ON CALL	PLASTIC BACK AND SEAT COLOR: NAVY FRAME: BLACK	NOT GSA FIT PRODUCT. PROVIDE WITH STANDARD GLIDES FOR HARD SURFACE FLOORING.
CH-7	CAFE BAR HEIGHT STOOL FOR OPEN OFFICE AREA	SITONIT SEATING	FOCUS	BACK: MESH, SLATE SEAT:FENNEL FRAME: SILVER	PROVIDE WITH GSA FIT STANDARDS
CH-8	CAFE BAR HEIGHT STOOL	SITONIT SEATING	FOCUS	BACK: MESH, APPLE SEAT: PEPPERCORN FRAME: SILVER	PROVIDE WITH GSA FIT STANDARDS
LG-1	TABLET ARM LOUNGE CHAIR FOR OPEN OFFICE	IDEON	VISIT WITH (R) TABLET ARM	FABRIC: SPICE, ALKANET TABLET: MAPLE WOOD FEET: TAPERED SQUARE	PROVIDE WITH GSA FIT STANDARDS
LG-2	LOUNGE CHAIR FOR WELLNESS ROOM	IDEON	COMPOSIUM	FABRIC: SPICE, SEA SALT FEET: BRUSH ALUMINUM	PROVIDE WITH GSA FIT STANDARDS
OT-2	LOUNGE OTTOMAN FOR WELLNESS ROOM	IDEON	COMPOSIUM	FABRIC: SPICE, SEA SALT FEET: BRUSH ALUMINUM	PROVIDE WITH GSA FIT STANDARDS
RC-1*	ROCKING CHAIR FOR RECEPTION AREA	DAVIS, OR EQUAL	ROX, WEBBING FABRIC BACK, CRIMSON COLORED FRAME TO MATCH BACK	COLOR: CRIMSON BACK, WITH BLACK SEAT	NOT GSA FIT PRODUCT
<b>TABLES</b>					
TR-1	24"W x 60"L TRAINING TABLE	KIMBALL OFFICE	SCENARIO / DOCK	WHITE LAMINATE TOP; BRUSHED; WHITE PVC EDGE; BLADE T-LEG WITH GLIDES	PROVIDE WITH GSA FIT STANDARDS; SURFACE MOUNTED POWER/DATA; GANGING BRACKETS
CF-1*	SQUARE MEETING TABLE	KIMBALL OFFICE, OR EQUAL	48" X 48" PRIORITY MEETING TABLE	WOOD LAMINATE: CANYON OAK U-LEGS (AT EACH END AND MID SUPPORT)	NOT GSA FIT PRODUCT; SURFACE MOUNTED POWER/DATA, GANGING BRACKETS, WOOD KNIFE EDGE
CDZ-4	CREDENZA FOR CONFERENCE ROOM	KIMBALL OFFICE	24"D x 72"W x 36"H VENTED CONFERENCE SOLUTIONS	WOOD LAMINATE: CANYON OAK	PROVIDE WITH GSA FIT STANDARDS
TB-2	30" DIAMETER MEETING TABLE	KIMBALL OFFICE	30" DIAMETER, 17" HIGH, WITH 24" DIAMETER BASE	WHITE LAMINATE TOP; SILVER BASE BRUSHED; 3MM PVC EDGE, WHITE	PROVIDE WITH GSA FIT STANDARDS
CFT-22	30" X 30" SQUARE CAFE TABLE	ENWORK BY KIMBALL	30" X 30" SQUARE CAFE TABLE, 29" HIGH, X-BASE	WHITE LAMINATE TOP; CHROME BRUSHED X-BASE, 3MM PVC EDGE, WHITE	PROVIDE WITH GSA FIT STANDARDS, RECEPTION WAITING AREA
CFT-28	36" X 36" SQUARE TABLE FOR SMALL MEETING ROOM	ENWORK BY KIMBALL	36" X 36" SQUARE TABLE, 29" HIGH, X-BASE	WHITE LAMINATE TOP; CHROME BRUSHED X-BASE; 3MM PVC EDGE, WHITE	PROVIDE WITH GSA FIT STANDARDS, PROVIDE WITH SURFACE MOUNTED POWER/DATA
CT-6	42" DIAMETER ROUND MEETING TABLE	KIMBALL OFFICE	42" DIAMETER ROUND MEETING TABLE, 29" HIGH, X-BASE	WHITE LAMINATE TOP; CHROME BRUSHED X-BASE	PROVIDE WITH GSA FIT STANDARDS, PROVIDE WITH SURFACE MOUNTED POWER/DATA
OCT-18	18" DIAMETER SIDE OCCASIONAL TABLE FOR WELLNESS ROOM	KIMBALL OFFICE	18" DIAMETER SIDE OCCASIONAL TABLE, 26" HIGH, X-BASE	WHITE LAMINATE TOP; CHROME BRUSHED BASE	PROVIDE WITH GSA FIT STANDARDS
TR-3*	24"D X 60"W PHONE ROOM TABLE	KIMBALL OFFICE, OR EQUAL	PRIORITY	SURFACE: CANYON OAK CHROME BRUSHED U-LEG BASE	NOT GSA FIT PRODUCT

Exhibit C NON-FIT PRODUCT. FOR ALL NON-FIT PRODUCTS, ALL PRODUCT MODIFICATIONS WITH APPROVAL BY ARCHITECT.

(b) (7) Space and Design Guide

# Space and Design Guide

## SCHEDULES

### Furniture Schedule

MARK	DESCRIPTION	MANUFACTURER	DETAILS	FINISH/COLOR	COMMENT
<b>TABLES</b>					
TB-4	36" DIAMETER TABLE	HERMAN MILLER / STEELCASE	36" DIAMETER TABLE WITH X-BASE	WORK SURFACE: WALNUT ON ASH BRUSHED ALUM. BASE	PROVIDE WITH GSA FIT STANDARDS, FOR OPEN MEETING AREAS
<b>SYSTEMS FURNITURE</b>					
P0-4A	PRIVATE OFFICE FURNITURE	HERMAN MILLER / STEELCASE	U-SHAPE DESK UNIT, OFFICE LANDSCAPE, WALL BASED	WORK SURFACE: WALNUT ON ASH BRUSHED ALUM. BASE; WALL PANEL: TWIST, BIRCH OR SIM	PROVIDE WITH GSA FIT STANDARDS, SEE PLANS FOR DETAILS
WK-3	WORKSTATION	HERMAN MILLER / STEELCASE	6'-0" x 8'-0" U-SHAPE, WORKSTATION	WHITE LAMINATE SURFACE; BRUSHED ALUM. BASE; PANEL: TWIST, BIRCH OR SIM	PROVIDE WITH GSA FIT STANDARDS, SEE PLANS FOR DETAILS
WK-3, AH-1	WORKSTATION WITH ADJUSTABLE HEIGHT WORK SURFACE	HERMAN MILLER / STEELCASE	6'-0" x 8'-0" U-SHAPE, WORKSTATION	WHITE LAMINATE SURFACE; BRUSHED ALUM. BASE; PANEL: TWIST, BIRCH OR SIM	PROVIDE WITH GSA FIT STANDARDS. PROVIDE OPTIONAL AH-1. SEE PLANS FOR DETAILS.
AH-1	48"W x 30"D ADJUSTABLE WORK SURFACE	HERMAN MILLER / STEELCASE	ADJUSTABLE WORK SURFACE	WHITE LAMINATE SURFACE; BRUSHED ALUM. BASE	PROVIDE WITH GSA FIT STANDARDS. PROVIDE OPTIONAL AT WK-3. SEE PLANS FOR DETAILS.
BCH-8, AH-5	BENCH WITH 72"W x 30"D ADJUSTABLE WORK SURFACE	HERMAN MILLER / STEELCASE	BENCH WITH ADJUSTABLE WORK SURFACE	WHITE LAMINATE SURFACE; BRUSHED ALUM. BASE	PROVIDE WITH GSA FIT STANDARDS. SEE PLANS FOR DETAILS.
BCH-8	BENCHING WORKSTATION	HERMAN MILLER / STEELCASE	72"W X 30"D (SINGLE) BENCH	WHITE LAMINATE SURFACE; BRUSHED ALUM. BASE; PANEL TEXTILE: TWIST, BIRCH OR SIM	PROVIDE WITH GSA FIT STANDARDS, SEE PLANS FOR DETAILS
AH-5	ADJUSTABLE HEIGHT WORK SURFACE	HERMAN MILLER / STEELCASE	72"W X 30"D (SINGLE) BENCH, ADJUSTABLE	WHITE LAMINATE SURFACE; BRUSHED ALUM. BASE; PANEL TEXTILE: TWIST, BIRCH OR SIM	
PV-1	PRIVACY PANEL	HERMAN MILLER / STEELCASE	ACRYLIC PRIVACY PANEL	FROSTED ACRYLIC	PROVIDE FOR PRIVATE OFFICE P0-4A
LF-1	LATERAL FILE, 2-HIGH, UNDER COUNTER	HERMAN MILLER / STEELCASE	24"D X 30"W X 28"H	WHITE LAMINATE FINISH	PROVIDE AT PRIVATE OFFICE
MBF	MOBILE FILE PEDESTAL	HERMAN MILLER / STEELCASE	22"D X 15"W X 21"H MOBILE FILE PEDESTAL WITH FABRIC CUSHION	WHITE LAMINATE WITH FABRIC TOP IN LOOM, LEMONGRASS OR SIM.	PROVIDE AT WORKSTATION AND BENCHING
BBF	STATIONARY BOX FILE PEDESTAL	HERMAN MILLER / STEELCASE	23"D X 15"W X 27"H FILE PEDESTAL	WHITE LAMINATE FINISH	PROVIDE AT PRIVATE OFFICE
OH-2	OVERHEAD STORAGE	HERMAN MILLER / STEELCASE	OVERHEAD STORAGE WITH SLIDING DOOR	WHITE LAMINATE FINISH	PRIVATE OFFICE OVERHEAD STORAGE
TL-1	UNDERMOUNT TASK LIGHTING (AT OH-2)	HERMAN MILLER / STEELCASE	36"W LED TASK LIGHT	WHITE	PRIVATE OFFICE COORDINATE WITH FURNITURE
BK-1	UNDER COUNTER BOOK SHELF	HERMAN MILLER / STEELCASE	15"D X 30"W X 27"H OPEN BOOKSHELF	WHITE LAMINATE FINISH	PROVIDE AT WK-3 WORKSTATION. SEE PLANS
WT-6	WARDROBE FOR WORKSTATION	HERMAN MILLER / STEELCASE	24"X24"X 54" HIGH WARDROBE	WHITE LAMINATE FINISH	FOR DESKBOUND INTERACTIVE WORK STYLES
BH-10	BENCHING WORKSTATION, 120 DEGREE	HERMAN MILLER / STEELCASE	120 DEGREE WORKSTATION	WHITE LAMINATE SURFACE; BRUSHED ALUM. BASE; PANEL TEXTILE: TWIST, BIRCH OR SIM	PROVIDE AS OPTION FOR LARGE OFFICES
<b>STORAGE</b>					
S-1	48"W FLOOR MOUNTED INDUSTRIAL METAL SHELF	DATUM STORAGE SOLUTIONS	48"W X 24"D X 84" HIGH METAL STORAGE RACK	MEDIUM GRAY METALLIC	ENSURE SUITABLE FOR WET LOCATIONS; FOR MUD ROOM
S-2	60"W FLOOR MOUNTED INDUSTRIAL METAL SHELF	DATUM STORAGE SOLUTIONS	60"W X 30"D X 84" HIGH METAL STORAGE RACK	MEDIUM GRAY METALLIC	FOR IT COMPUTER ROOM
L-1*	LOCKER	HOLLMAN, OR EQUAL	DOUBLE STACKED, FITNESS-GRADE, OPEN SHELF INTERIOR, WITH DIGILOCK	FINISH: LIGHT GRAY LAMINATE INTERIOR AND EXTERIOR	ENSURE SUITABLE FOR WET LOCATIONS; FOR MUD ROOM

#### Exhibit G

(b) (7) NON-FIT PRODUCT. FOR ALL NON-FIT PRODUCTS, EQUAL PRODUCT MAY BE SUBSTITUTED WITH APPROVAL BY ARCHITECT.

# Space and Design Guide

## SCHEDULES

### Furniture Schedule

MARK	DESCRIPTION	MANUFACTURER	DETAILS	FINISH/COLOR	COMMENT
<b>STORAGE</b>					
LF-6	3-HIGH LATERAL FILE	HERMAN MILLER / STEELCASE	18"D X 36"W X 40"H	FINISH: WHITE LAMINATE	GROUP FILES FOR OPEN OFFICE AREA. PROVIDE WITH COUNTER.
LTF-1*	FLAT FILE STORAGE	PARAMOUNT, OR EQUAL	36"W X 40"H FLAT FILE STORAGE	FINISH: WHITE LAMINATE	PROVIDE WITH COUNTER; MAP / GIS STORAGE, IN OPEN OFFICE
R-1	HIGH DENSITY STORAGE UNIT	DATUM STORAGE SOLUTIONS	48"W x 30"D x 76"H	IVORY T-48	STORAGE ROOMS
R-2	HIGH DENSITY STORAGE UNIT	DATUM STORAGE SOLUTIONS	36"W x 30"D x 76"H	IVORY T-48	STORAGE ROOMS
ST-1	OPEN STORAGE UNIT	DATUM STORAGE SOLUTIONS	60"W X 24"D X 84"H FLOOR MOUNTED STORAGE SHELF	IVORY	FOR MAILROOM
ST-2*	STORAGE CABINET	DATUM STORAGE SOLUTIONS, OR EQUAL	48"W X 24"D X 64"H FLOOR MOUNTED STORAGE CLOSET	MEDIUM GRAY METALLIC	FOR LAB ROOM STORAGE
<b>DEMOUNTABLE PARTITIONAL WALL</b>					
W-1	DEMOUNTABLE PARTITION WALL SYSTEM	INSCAPE	REFORM	PAINT FINISH: FULL HEIGHT WITH EXPOSED CEILING FRAME, TITANIUM PAINTED FINISH FRAME	FULL FLUSH GLASS PANEL WHERE SHOWN. PROVIDE FM-1 (FILM) AT ALL GLASS LOCATIONS; PROVIDE WITH FULL GLASS, FULL HEIGHT HINGED DOOR (SEE DOOR SCHEDULES); STC 40; SEE PLANS, COORDINATE WITH MANUFACTURER FOR DETAILS.
<b>CABINETRY</b>					
WC-1	24" MODULAR CASEWORK UPPER WALL CABINET	HERMAN MILLER / STEELCASE	24" W X 15"D X 34"H	WHITE LAMINATE	HARDWARE INCLUDED, SATIN CHROME FINISH
WC-2	30" MODULAR CASEWORK UPPER WALL CABINET	HERMAN MILLER / STEELCASE	30" W X 15"D X 34"H	WHITE LAMINATE	HARDWARE INCLUDED, SATIN CHROME FINISH
WC-3	36" MODULAR CASEWORK UPPER WALL CABINET	HERMAN MILLER / STEELCASE	36" W X 15"D X 34"H	WHITE LAMINATE	HARDWARE INCLUDED, SATIN CHROME FINISH
BC-3(a)	24" MODULAR CASEWORK BASE CABINET	HERMAN MILLER / STEELCASE	24" W X 30"D X 32"H	WHITE LAMINATE	HARDWARE INCLUDED, SATIN CHROME FINISH; ALIGN FRONT FACE AND HEIGHT WITH ADJACENT.
BC-3(b)	24" MODULAR CASEWORK BASE CABINET	HERMAN MILLER / STEELCASE	24" W X 30"D X 32"H	WALNUT ON ASH (WITH WHITE LAMINATE COUNTER)	HARDWARE INCLUDED, SATIN CHROME FINISH; ALIGN FRONT FACE AND HEIGHT WITH ADJACENT.
BC-7	30" MODULAR CASEWORK BASE CABINET	HERMAN MILLER / STEELCASE	30" W X 30"D X 32"H	WALNUT ON ASH (WITH WHITE LAMINATE COUNTER)	HARDWARE INCLUDED, SATIN CHROME FINISH; ALIGN FRONT FACE AND HEIGHT WITH ADJACENT.
BC-11	36" MODULAR CASEWORK BASE CABINET	HERMAN MILLER / STEELCASE	36" W X 30"D X 32"H	WALNUT ON ASH (WITH WHITE LAMINATE COUNTER)	HARDWARE INCLUDED, SATIN CHROME FINISH; ALIGN FRONT FACE AND HEIGHT WITH ADJACENT.
BC-13*	30" MODULAR CASEWORK BASE CABINET FOR LAB BENCH	HERMAN MILLER / STEELCASE	30" W X 24"D X 41"H	WALNUT ON ASH (WITH WHITE LAMINATE COUNTER)	HARDWARE INCLUDED, SATIN CHROME FINISH; ALIGN FRONT FACE & HEIGHT WITH ADJACENT; PROVIDE WITH 30" DEEP LAB GRADE COUNTER
CP-1	COUNTERTOP, 24" DEEP	HERMAN MILLER / STEELCASE	COUNTER FOR 24" DEEP BASE CABINETS.	WHITE COUNTER	COORDINATE COUNTER SIZES WITH BASE CABINETRY
CP-2	COUNTERTOP, 30" DEEP	HERMAN MILLER / STEELCASE	COUNTER FOR 30" DEEP BASE CABINETS	WHITE COUNTER	COORDINATE COUNTER SIZES WITH BASE CABINETRY
CP-4 TO CP-10	COUNTERTOP, VARYING SIZES	HERMAN MILLER / STEELCASE	COUNTER FOR LATERAL FILES	WHITE COUNTER	PROVIDE AT ALL GROUP FILE STORAGE AREAS. COORDINATE SIZE WITH PLANS.

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LEASING GUIDELINES

# Space and Design Guide

## SCHEDULES

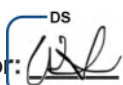
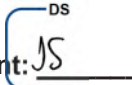

### Equipment and Accessory Schedule

MARK	DESCRIPTION	MANUFACTURER	DETAILS	FINISH/COLOR	COMMENT
<b>ACCESSORIES</b>					
GL-1	BACK PAINTED WRITABLE GLASS	CLARUS	WALL MOUNTED	WHITE	
MA-1	SINGLE MONITOR ARM (FOR WORKSTATION)	HERMAN MILLER AND STEELCASE	N/A	SILVER FINISH	INTEGRATE WITH FURNITURE
MA-2	DUAL MONITOR ARM (FOR WORKSTATION)	HERMAN MILLER AND STEELCASE	N/A	SILVER FINISH	INTEGRATE WITH FURNITURE
TL-4	FREE STANDING LED TASK LIGHT	HERMAN MILLER AND STEELCASE	N/A	SILVER FINISH	WORKSTATIONS AND PRIVATE OFFICES
KT	KEYBOARD TRAY	HERMAN MILLER AND STEELCASE	N/A	BLACK	PROVIDE AS OPTION AT WORKSTATIONS AND OFFICES
DL	DIGITAL LOCK FOR FILES	HERMAN MILLER AND STEELCASE	DIGITAL LOCK WITH PROGRAMMING KEY	SILVER	DIGITAL LOCK TO BE OPTIONAL ON ALL GROUP FILES
PLT-1	PLANTER	TBD	FLOOR MOUNTED INDOOR PLANTER	WHITE	
<b>TECHNOLOGY</b>					
A-1	WALL MONITOR	TBD	N/A	BLACK	PROVIDED BY OWNENR
PJ-1	CEILING MOUNTED PROJECTOR	TBD	N/A	WHITE	PROVIDED BY OWNER
<b>PLUMBING FIXTURES and APPLIANCES</b>					
PF-1*	LAB-GRADE SINK	TBD	LAB GRADE SINK, 18" X 15"	STAINLESS STEEL	LAB ROOM SINK
PF-2*	KITCHEN/CAFE SINK	AMERICAN STANDARD	KITCHEN GRADE SINK	STAINLESS STEEL	CAFE / BREAK ROOM
DW-1*	KITCHEN DISHWASHER	ASKO	D5636 - XL HS/TH (33"H x 23 $\frac{7}{8}$ "W x 22 $\frac{7}{8}$ "D), OR EQUAL	STAINLESS STEEL	CAFE / BREAK ROOM
REF-1*	COMPACT REFRIGERATOR	GE	GE #GME04GLHLB (33 $\frac{7}{8}$ "H x 21 $\frac{1}{4}$ "D x 19 $\frac{5}{8}$ "W), OR EQUAL	STAINLESS STEEL	WELLNESS ROOM
REF-2*	KITCHEN REFRIGERATOR	GE PROFILE, ENERGY STAR, SIDE-BY-SIDE REFRIGERATOR	GE PROFILE, #PSE25KSHSS (69 $\frac{1}{2}$ x 33 $\frac{3}{8}$ " x 35 $\frac{1}{4}$ " ), OR EQUAL	STAINLESS STEEL	CAFE / BREAK ROOM
MCW-1*	KITCHEN MICROWAVE	GE PROFILE, 2.2 Cu.Ft. COUNTERTOP MICROWAVE	GE PROFILE, #PEB7226SFSS (14"H x 19 $\frac{3}{4}$ "D x 24 $\frac{1}{8}$ "W), OR EQUAL	STAINLESS STEEL	CAFE / BREAK ROOM

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# Space and Design Guide

## SCHEDULES

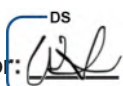
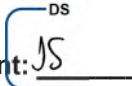
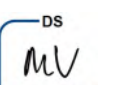
### Finish Schedule

MARK	DESCRIPTION	MANUFACTURER	DETAILS	FINISH/COLOR	COMMENT
<b>FLOORING</b>					
CT-1	MODULAR CARPET TILE	BENTLEY MILLS	PLANK	ARCADE LEGEND, COLOR: ZOMBIE HUNTER, OR EQUAL	INSTALLATION TYPE - RANDOM, ASHLAR MIX
CT-2	MODULAR CARPET TILE ALTERNATE 1	BENTLEY MILLS	PLANK	SALT CREEK, COLOR: HOTEL CALIFORNIA, OR EQUAL	INSTALLATION TYPE - RANDOM, ASHLAR MIX, OPTIONAL ALTERNATE FOR FIELD OFFICE.
CT-3	MODULAR CARPET - OUTDOOR RATED - ALTERNATIVE 2	SHAW CARPET	TILE	NATURAL PATH, COLOR: MINERALITE, OR EQUAL	PROVIDE ONLY AS AN ALTERNATIVE FOR HOT/HUMID LOCATIONS. COORDINATE SPECIFICATION WITH CARPET MANUFACTURER.
LF-1	LINOLEUM	FORBO	LINOLEUM SHEET	STRAITO, GRAY GRANITE	
SDT-1	STATIC DISSIPATIVE TILE	SUMMIT SERIES	12" X 12" FLOOR TILE	RAINER #C6005	ADP ROOM AND COMPUTER ROOM
CF-1	CONCRETE FLOOR FINISH	TBD	TBD	NATURAL, UNPOLISHED	PREPARE EXISTING FLOOR SLAB WHEN POSSIBLE.
T-2	PORCELAIN FLOOR TILE	DALTILE	12"x24" FLOOR TILE	UPTOWN TAUPE, OR SIM.	PREPARE FLOOR FOR HUMID/WET CONDITIONS
<b>VERTICAL SURFACE</b>					
PT-1	PAINT	SHERWIN WILLIAMS	N/A	SW #SW 6070 HERON PLUME FLAT FINISH	FOR WALLS
PT-2	PAINT	SHERWIN WILLIAMS	N/A	SW #DARK GRAY FLAT FINISH, OR SIM.	FOR PHONE ROOM
PT-3	PAINT	SHERWIN WILLIAMS	N/A	#SW 7757, HIGH REFLECTIVE WHITE, EGGSHELL FINISH	FOR CEILING
PT-5	PAINT	SHERWIN WILLIAMS	N/A	#SW 6239, UPWARD FLAT FINISH	FOR WELLNESS ROOM
FM-1	GLAZING FILM	3M	36" - 48" HIGH, ROLL	FROSTED FILM	FOR INTERIOR GLAZING AT ALL REFORM WALL SYSTEM LOCATIONS
WT-1	WALL TILE	DALTILE	4" X 12"	IVORY, GLOSS	FOR MUD ROOM WALLS
WT-2	WALL TILE, GLASS MOSAIC	AMERICAN OLEAN	GLASS MOSAIC WALL TILE, 1X1	PEARL C101	FOR CAFE / BREAK AREA / PANTRY / WELLNESS
FT-1	WALL FELT	STEELCASE OR EQUAL	N/A	LIGHT GRAY	PHONE ROOM, MEETING ROOM, TRAINING ROOM
FT-2	WALL FELT	STEELCASE OR EQUAL	N/A	DARK GRAY	TRAINING ROOM
FT-3	WALL FELT	STEELCASE OR EQUAL	N/A	TEAL	TRAINING ROOM
FT-4	TACKABLE WALL FELT	STEELCASE OR EQUAL	N/A	JUTE	GIS / MAP DISPLAY AREA WHEN LOCATED AGAINST WALL
LM-1	LAMINATE	ARBORITE	N/A	COLOR: WALNUT FINISH: CASHMERE	

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# Space and Design Guide

## SCHEDULES

### Finish Schedule

MARK	DESCRIPTION	MANUFACTURER	DETAILS	FINISH/COLOR	COMMENT
<b>FINISHES</b>					
LM-2	HIGH PRESSURE LAMINATE	ARBORITE	N/A	LAB GRADE, BLACK	LAB ROOM LAMINATE
WB-1	RUBBER WALL BASE	JOHNSONITE	4" HIGH	COLOR: MEDIUM GRAY	THROUGHOUT
WB-2	CERAMIC COVE TILE BASE	DALTILE	4" HIGH, COORDINATE WITH WT-1	IVORY GLOSS, MATCH WT-1	MUD ROOM
SS-1	SOLID SURFACE	CORIAN OR EQUAL	COUNTER AT RECEPTION	WHITE, SMOOTH FINISH	
RC-1	RECLAIMED WOOD	LOCAL MANF. TBD	COUNTER AT RECEPTION	RECLAIMED WOOD, VARIES	
<b>CEILING</b>					
ACT-1	2X2 ACOUSTIC CEILING TILE	ARMSTRONG	LYRA COLLECTION TEGULAR, 0.95 NRC	WHITE, SMOOTH FINISH	THROUGHOUT OFFICE

# Space and Design Guide

## SCHEDULES

### Lighting Schedule

MARK	DESCRIPTION	MANUFACTURER	DETAILS	FINISH/COLOR	COMMENT
LIGHTING					
F-1	2' X 2' RECESSED	LIGHTOLIER, OR EQUAL	N/A	WHITE	THROUGHOUT OFFICE
F-2	6" DIAMETER RECESSED	LIGHTOLIER, OR EQUAL	N/A	WHITE	RECEPTION AREA AND BREAK AREA
F-3	5'-0" FLUORESCENT STRIP	LIGHTOLIER, OR EQUAL	N/A	WHITE	PHONE ROOM
TL-1	OVERHEAD CABINET UNDERMOUNT LIGHT STRIP	LIGHTOLIER, OR EQUAL	N/A	WHITE	PRIVATE OFFICE
F-5	FLOOR LAMP	LIGHTOLIER, OR EQUAL	N/A	WHITE	WELLNESS ROOM
F-6	CAFE PENDANT	LIGHTOLIER, OR EQUAL	16" PENDANT OVER HIGH BAR/COUNTER	TEAL, OR EQUAL	CAFE/BREAK ROOM
F-7	WALL WASH	LIGHTOLIER, OR EQUAL	N/A	N/A	WALL WASH FOR GRAPHIC WALL

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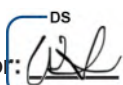


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# Space and Design Guide

## SCHEDULES

### Door Schedule

MARK	DOOR							FRAME			HARD-WARE SET	COMMENT / LOCATION
	SIZE			ELEV.	MATERIAL	GLAZ.	FINISH	ELEV.	MATERIAL	FINISH		
	WIDTH	HEIGHT	THICK.									
DOOR SCHEDULE												
D-01	3'-0"	** 8'-6"	-	B	GL-1/WD	X	WD-1	F2	AL.	PAINT: TITANIUM	#1	PRIVATE OFFICE
D-01A	3'-0"	** 8'-6"	-	B	GL-1/WD	X	WD-1	F2	AL.	PAINT: TITANIUM	#2	SMALL MEETING AND PHONE ROOM
D-02	3'-0"	** 8'-6"	-	B	GL-1/WD	X	WD-1	F2	AL.	PAINT: TITANIUM	#3	CONFERENCE
D-03	3'-0"	7'-0"	1 3/4"	C	SC	-	WD-1	F1	HM.	PAINT: TITANIUM	#4	TRAINING ROOM
D-04	3'-0"	7'-0"	1 3/4"	A	HM	-	PT-1	F1	HM.	PT-1	#5	MUD ROOM
D-05	3'-0"	7'-0"	1 3/4"	A	HM	-	PT-1	F1	HM.	PT-1	#6	WELLNESS ROOM
D-06	3'-0"	7'-0"	1 3/4"	D	HM	-	PT-1	F1	HM.	PT-1	#7	ADP ROOM, PROVIDE FIRE RATED DOOR - 90 MINUTE.
D-07	3'-0"	7'-0"	1 3/4"	-	-	-	-	F1	HM.	PT-1	-	FRAMED OPENING, PLOTTER ROOM
D-08	3'-0"	7'-0"	1 3/4"	A	HM	-	PT-1	F1	HM.	PT-1	#8	MAILROOM AND STORAGE ROOM
D-09	3'-0"	7'-0"	1 3/4"	C	HM	-	PT-1	F1	HM.	PT-1	#8	COMPUTER ROOM, LAB ROOM
D-10	(2) 3'-0"	8'-6"	-	E	GL-1	-	-	-	-	-	#9	ENTRY DOORS, FAMELESS, FAIL SAFE
D-11	3'-0"	8'-6"	-	B	GL-1	-	-	-	-	-	#10	SLIDING GLASS DOOR AT BREAK AREA, PART OF REFORM SYSTE

\*\* PROVIDE FULL HEIGHT DOORS. DOOR HEIGHT MAY VARY DEPENDING ON CEILING HEIGHT.

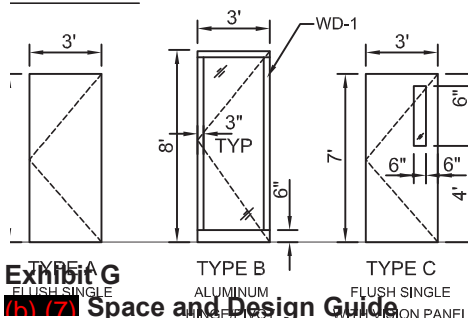
#### DOOR AND DOOR HARDWARE NOTES:

- No exposed fasteners for door closer, overhead stops, drop seals or any other hardware device to appear at finish face of doors.
- Door hardware handsets shall be 38" above finish floor.
- All hollow metal door frames shall be welded, not knock-down.
- Paint door and frame to match adjacent walls, unless noted otherwise.
- Hardware finish shall be 630 Stainless Steel Satin, unless noted otherwise.

#### ABBREVIATIONS:

AL: Aluminum, clear finish.  
 GL-1: Glass, Fully Tempered.  
 FM-1: Glazing Film. Coordinate with finish schedule.  
 HM: Hollow metal, 16 gauge steel minimum for frames.  
 PT: Paint finish. Refer to plans and finish schedules.  
 WD: Walnut Wood finish.

#### DOOR TYPES:



#### FRAME TYPES:

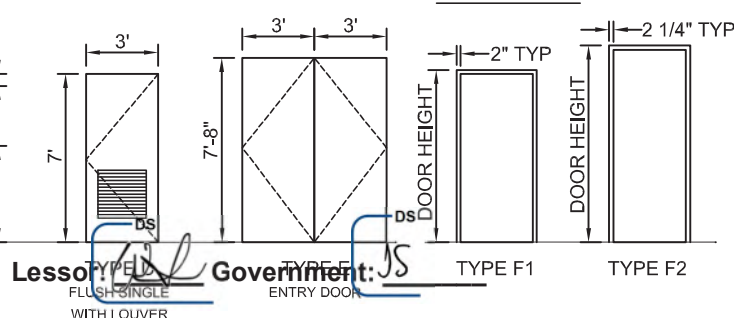


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# Space and Design Guide

## SCHEDULES

### Door Hardware Schedule

#### 1 HARDWARE SET: OFFICE

DESCRIPTION: MEDIUM DUTY OFFICE LOCKSET  
MANUFACTURER: INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: SILENCERS AND FLOOR STOP (FINISH TO MATCH).

DOOR, FRAME AND HARDWARE TO BE PART OF REFORM GLAZING SYSTEM, BY INSCAPE SOLUTIONS. REVISE HARDWARE AS REQUIRED TO MEET MANUFACTURER'S RECOMMENDATIONS.

#### 3 HARDWARE SET: CONFERENCE ROOM

DESCRIPTION: 24" HIGH DOOR PULL (BOTH SIDES)  
MANUFACTURER: ROCKWOOD / INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: SILENCERS AND FLOOR STOP (FINISH TO MATCH).

DOOR, FRAME AND HARDWARE TO BE PART OF REFORM GLAZING SYSTEM, BY INSCAPE SOLUTIONS. REVISE HARDWARE AS REQUIRED TO MEET MANUFACTURER'S RECOMMENDATIONS.

#### 5 HARDWARE SET: MUD ROOM

DESCRIPTION: MEDIUM DUTY PRIVACY LOCKSET  
MANUFACTURER: INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: CLOSER, SILENCERS AND FLOOR STOP (SATIN CHROME).

ALLOW HANDLE BUTTON LOCKING FROM INSIDE ONLY. PROVIDE OPTIONAL OUTSIDE DIGITAL CODE ACCESS.

#### 7 HARDWARE SET: SERVER ROOM

DESCRIPTION: HEAVY DUTY PASSAGE SET, WITH DIGITAL CODE ACCESS FROM OUTSIDE.  
MANUFACTURER: INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: CLOSER, SILENCERS AND FLOOR STOP (SATIN CHROME).

COORDINATE WITH ELECTRICAL ENGINEER AND BUILDING REQUIREMENTS.

#### 9 HARDWARE SET: ENTRY DOORS

DESCRIPTION: PANIC HANDLE, RAIL MOUNT, WITH TOP AND BOTTOM RAIL AND CARD ACCESS.  
MANUFACTURER: BLUMCRAFT  
FINISH: BRUSHED STAINLESS  
PROVIDE WITH: CONCEALED OVERHEAD CLOSER, ELECTRIC STRIKE, SILENCERS AND FLOOR STOP.

COORDINATE WITH ELECTRICAL ENGINEER AND BUILDING REQUIREMENTS.

#### 2 HARDWARE SET: MEETING AND PHONE ROOMS

DESCRIPTION: MEDIUM DUTY PASSAGE SET  
MANUFACTURER: INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: SILENCERS AND FLOOR STOP (FINISH TO MATCH).

DOOR, FRAME AND HARDWARE TO BE PART OF REFORM GLAZING SYSTEM, BY INSCAPE SOLUTIONS. REVISE HARDWARE AS REQUIRED TO MEET MANUFACTURER'S RECOMMENDATIONS.

#### 4 HARDWARE SET: TRAINING ROOM

DESCRIPTION: MEDIUM DUTY PASSAGE SET  
MANUFACTURER: ROCKWOOD / INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: DOOR CLOSER, SILENCERS AND FLOOR STOP (FINISH TO MATCH).

WHEN PART OF GLAZING SYSTEM, DOOR, FRAME AND HARDWARE TO BE PART OF REFORM GLAZING SYSTEM, BY INSCAPE SOLUTIONS. REVISE HARDWARE AS REQUIRED TO MEET MANUFACTURER'S RECOMMENDATIONS.

#### 6 HARDWARE SET: WELLNESS ROOM

DESCRIPTION: MEDIUM DUTY PRIVACY LOCKSET  
MANUFACTURER: INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: CLOSER, SILENCERS AND FLOOR STOP (SATIN CHROME).

ALLOW LOCKING FROM INSIDE ONLY.

#### 8 HARDWARE SET: STORAGE ROOM, COMPUTER RM., LAB RM.

DESCRIPTION: MEDIUM DUTY PASSAGE SET, WITH DIGITAL CODE ACCESS FROM OUTSIDE.  
MANUFACTURER: INSCAPE SOLUTIONS  
FINISH: SATIN CHROME  
PROVIDE WITH: CLOSER, SILENCERS AND FLOOR STOP (SATIN CHROME).

COORDINATE WITH ELECTRICAL ENGINEER AND BUILDING REQUIREMENTS.

#### 10 HARDWARE SET: SLIDING DOOR AT BREAK AREA

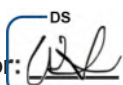
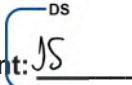

DESCRIPTION: 24" HIGH DOOR PULL (BOTH SIDES)  
MANUFACTURER: ROCKWOOD / INSCAPE SOLUTIONS  
FINISH: SATIN CHROME

FOR SLIDING DOOR; DOOR, FRAME AND HARDWARE TO BE PART OF REFORM GLAZING SYSTEM, BY INSCAPE SOLUTIONS. REVISE HARDWARE AS REQUIRED TO MEET MANUFACTURER'S RECOMMENDATIONS.

Exhibit G

(b) (7) Space and Design Guide

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# Space and Design Guide

## ENVIRONMENT

### Materials and Finishes

Incorporating sustainability into the selection of finishes and products, as well as the overall strategy for the design concepts, helps reduce environmental impact and maintain a healthy workplace environment for employees. There are many things to consider when selecting environmentally friendly products including the life cycle of the product, recyclability, pre and post consumer products, indoor air quality, water use, etc. The (b) (7) Bio-Preferred program establishes parameters for choosing naturally made products to increase the purchase and use of biobased products.

#### Bio-Based Materials

Biobased materials refer to materials that are fully composed of, or partially composed, from living, or previously living organisms. Linoleum is an example of a biobased material. It is a sustainable alternative to traditional flooring material and is made from linseed oil, pine rosin, wood flour, limestone, pigments and calendared onto a jute backing. Marmoleum, a product by Forbo, is made from 100% bio-based materials and contains naturally occurring antistatic and antimicrobial properties, making it hygienic and also easy to clean and maintain. It requires less maintenance than most flooring materials and does not require sealing once installed. Biobased materials improve indoor air quality and result in safer and healthier workplaces.

#### Recycled Content

Whenever possible, specifying materials with high recycled content is a priority. When addressing flooring, implementing concrete where hard surfaces are required, helps improve indoor air quality and is low-maintenance for the long term. For carpeting, choosing a carpet that is modular helps reduce cost and amount of carpet needed for replacement. Choosing carpet that is made from material that can be recycled after its use, and turned into new carpet, reduces material being sent to landfill.

Refer to: Sustainability Matters, U.S. General Services Administration

Bio-Preferred Program, [www.biopreferred.gov](http://www.biopreferred.gov)

**Exhibit G**

**(b) (7) Space and Design Guide**

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LEASING GUIDELINES

## Ambient Qualities

### Light Reflectance

The Light Reflectance Value within interior environments has a significant impact on the overall space. The color of the ceiling, walls, floor and furniture has a major impact on the effectiveness of daylighting and artificial lighting. When considering finish surfaces, use of light colors ensures daylight is reflected throughout the space. We recommend avoiding flooring materials with extremely dark colors, as darker colors may require increased levels of artificial lighting, which in return also increases energy use and cost. If possible, keeping ceilings at a reflectance of more than 80 percent is ideal, and floors at about 20 percent. Furthermore, having higher ceilings enables available daylight to reach further into the floorplate, and bounce off more surfaces.

### Acoustics

Materials specified throughout the design guidelines aim to achieve acoustic characteristics that reduce noise levels in an open office environment. For ceilings, acoustic tile ceilings absorb sound throughout the open office area. It is recommended that acoustically rated ceilings have an NRC of .90. Having low workstation partitions with adequate acoustic absorption of NRC .7 will help to absorb sound in the open office, without the need for high division panels between staff.

The Design Guideline document takes acoustics into consideration in the selection of materials and finishes as well as space layouts. Hard surface flooring is kept to a minimum whenever possible. In cafe areas, where a hard surface is required, Linoleum is recommended as a durable and environmentally friendly alternative to floor tile which helps to absorb sound as well.

Refer to “**Sound Matters: How to achieve acoustic comfort in the contemporary office**”, produced by GSA Public Buildings Service, December 2011, for additional information on acoustics.

### Exhibit G

(b) (7) Refer to: Sound Matters: How to achieve acoustic comfort in the contemporary office. Produced by GSA Public Buildings Service, December 2011.  
Illuminating Engineering Society of North America Lighting Handbook (9th Edition).

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Lessor:  Government:  DS

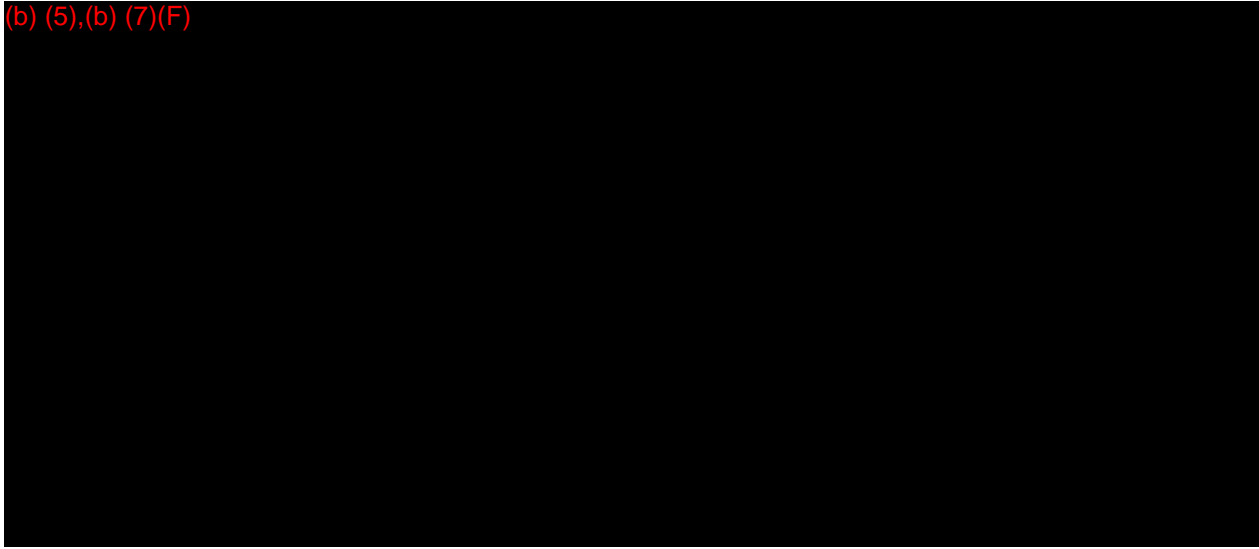
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# Space and Design Guide


## FLOOR PLANS

Sample pilot plans

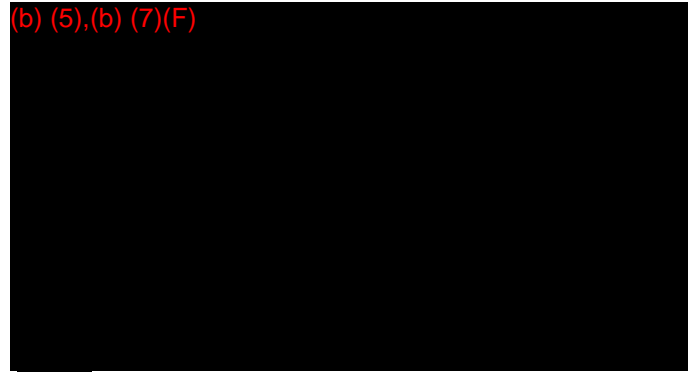
(b) (5),(b) (7)(F)



(b) (5),(b) (7)(F)



(b) (5),(b) (7)(F)



Government: JS

# Space and Design Guide

## KEY SPACE RATIOS

Description	Areas	FTE ≤ 30pp	FTE > 30pp
<b>Individual Workspaces   Offices</b>	<b>Areas</b>	<b>Ratios</b>	<b>Ratios</b>
Office Type 1	120 sf	1 per Field Office Lead	1:12 (or As Required)
<b>Individual Workspaces   Workstation</b>			
Workstation Type 1 (Deskbound Concentrative)	48 sf	As Required	As Required
Workstation Type 2 (Deskbound Interactive)	48 sf	As Required	As Required
Bench_Type 3	35 sf	As Required	As Required
Bench_Type 4 (120 Workstation)	35 sf	As Required	As Required
<b>Standard Support   Meeting Spaces (Shared)</b>			
Quiet Room / Phone Booth (1 person)	48 sf	10:1	12:1
Meeting Room - Type 1 (4 people)	120 sf	15:1	15:1
Meeting Room - Type 2 (10 people)	336 sf	NA	1 : Office
Meeting Room - Type 3 (20 people)	560 sf	NA	1 : Office
Training Room (20 People)	560 sf	NA	1 : Office
Open Meeting / Lounge (2 people)	60 sf	NA	30:1
Open Meeting / Lounge (4 people)	100 sf	NA	30:1
<b>Standard Support   Resource Spaces (Shared)</b>			
36" lateral files away from desk	9 sf	2 : 3 Workstations	2 : 3 Workstations
Standalone Printer	18 sf	As Required	50:1
Copy / Print Room	120 sf	1: Office	50:1
Plotter Room	120 sf	As Required	As Required
Service Desk (Field Office)	180 sf	1 : Office	NA
Reception Area	480 sf	NA	1 : Office
Coat Closet	24 sf	1: Office	100:1
Pantry	120 sf	1: Office	80:1
Break Area	560 sf	NA	1: Office
Mail Room	120 sf	As Required	1: Office
Storage Room	120 sf	As Required	As Required
Wellness Room	120 sf	As Required	1: Office
<b>Special Support Spaces   General</b>			
Mud / Shower Room	120 sf	1: Office	1: Office
IT Server Room	120 sf	As Required	1: Office
IT Storage Room	120 sf	As Required	1: Office
High Density Storage Room	260 sf	As Required	As Required
Exercise Room	120 sf	As Required	As Required
<b>Special Support Spaces   by Sub-Agency</b>			
Aerial Photo / GIS - File Bar	9 sf	As Required	As Required
IT Staging Room	120 sf	As Required	As Required
Meeting Room_Type 1	120 sf	As Required	As Required
Lab Room	120 sf	As Required	As Required
Exterior Processing Space	900 sf	As Required	As Required
Secured Storage Room	120 sf	As Required	As Required

\*Restrooms are not included as part of program.

# SUMMARY

This completes our strategic recommendations for (b) (7)(F). PSpace refer to the Strategic Report for detailed information on our research and analysis.

This document, when used with both the Strategic Report and the Diagnostic Report, provides a comprehensive framework for (b) (7)(F) to streamline its approach to real estate and space use in a consistent manner across all locations.

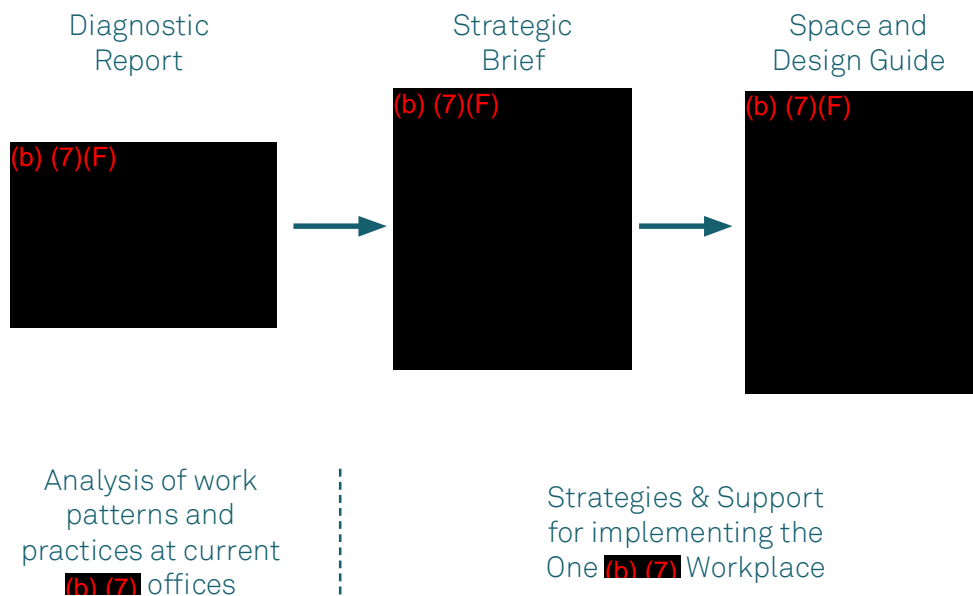
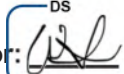
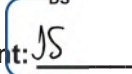



Exhibit G  
(b) (7)(F) Space and Design Guide

Lessor: <sup>DS</sup>  Government: <sup>DS</sup>   
<sup>DS</sup> 

Contributors:  
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# APPENDIX 1 REQUEST FOR SPACE

(b) (7)(F)

Exhibit G

(b) (7) Space and Design Guide

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# Appendix

## REQUEST FOR SPACE

### REQUEST FOR SPACE

1	REQUEST DATE	U.S. DEPARTMENT OF AGRICULTURE	2. OFFICE TYPE: a. Field c. Other (Specify): b. State
3	STATE AND COUNTY NAME:	4. REQUESTED OCCUPANCY DATE:	5. LEASE TYPE: a. New b. Succeeding c. Extension d. Superseding e. Renewal Option

#### ELEMENT 1 - DELINEATED AREA

1	LOCATION BOUNDED ON THE NORTH BY:	2. LOCATION BOUNDED ON THE EAST BY:
3	LOCATION BOUNDED ON THE SOUTH BY:	4. LOCATION BOUNDED ON THE WEST BY:
5	TERM OF LEASE (not to exceed 10 years):	5 YEARS <input type="checkbox"/> 10 YEARS <input type="checkbox"/> OTHER <input type="checkbox"/>
REVIEW ITEM	RESPONSE?	COMMENTS/SPECIFICS
	YES NO N/A	

Normally, you will have 24-hour access to your space, but heating, ventilating and air-conditioning (HVAC), electrical service and, perhaps, even elevator service may not be available in excess of 10-11 hours per day unless additional payment/arrangement is made.

6	When should janitorial services be performed? (NOTE: after hours cleaning is, in most cases, more expensive and would therefore require additional funding).	During the Day (Indicate hours):	After normal hours (Indicate hours):
7	Can the space be divided between floors? (circle YES, NO, or N/A):	YES NO N/A	Single story preferred
8	*Can the space be divided by hallways? (circle YES, NO, or N/A):	YES NO N/A	
9	**Will interior columns cause a problem for you? (circle YES, NO, or N/A):	YES NO N/A	
10	Should your ceilings be higher than 8'-6" feet? (NOTE: If yes, indicate in which areas). (circle YES, NO, or N/A):	YES NO N/A	
11	Assume plumbing fixture counts are 50% male and 50% female. If otherwise, indicate required allocations.	Male:	Female:

#### ELEMENT 2 - PARKING

1	NUMBER OF OFFICIAL VEHICLES	2. EMPLOYEE PARKING SPACES	3. CLIENT PARKING SPACES	4. TOTAL PARKING
---	-----------------------------	----------------------------	--------------------------	------------------

#### ELEMENT 3 - SECURITY REQUIREMENTS

1	STATE OFFICE - LEVEL II SECURITY
2	FENCED AND LIGHTED SECURED PARKING FOR GOVS
3	BIKE LOCKERS PREFERRED
4	INDICATE OTHER SECURITY REQUIREMENTS

#### ELEMENT 4 - HEAD COUNT (Enter number of employees per sub-agency)

KEY FOR ALL CHARTS IN ELEMENT 4:		REQUIRED	OPTIONAL								
DESCRIPTION	PROPOSED SPACE	Colocated Sub-Agency 1	Colocated Sub-Agency 2	Colocated Sub-Agency 3	Colocated Sub-Agency 4	Colocated Sub-Agency 5	Colocated Sub-Agency 6	Colocated Sub-Agency 7	Colocated Sub-Agency 8	Total	Notes / Comments:
1	Number of Employees									PP	

#### ELEMENT 5 - SUMMARY OF OFFICE ASSIGNMENT

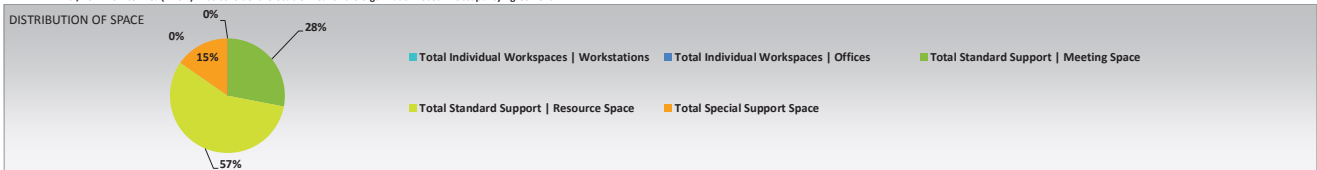
Refer to Handbook 31-45, Real Property, Personal Property, and Motor Vehicle Management; OCIO Departmental Regulation 3901-001, and Departmental Regulation 1620-2, dated August 2, 2002 to define space requirements.

DESCRIPTION	PROPOSED SPACE	Colocated Sub-Agency 1	Colocated Sub-Agency 2	Colocated Sub-Agency 3	Colocated Sub-Agency 4	Colocated Sub-Agency 5	Colocated Sub-Agency 6	Colocated Sub-Agency 7	Colocated Sub-Agency 8	Total	Notes / Comments:	
1	Total Individual Space									sf		
	Total Individual Workspaces   Workstations									sf		
	Total Individual Workspaces   Offices									sf		
2	Total Standard Support   Meeting Space									220 sf		
3	Total Standard Support   Resource Space									444 sf		
4	Total Special Support Space									120 sf		
5	Total Net Area	sf	sf	sf	sf	sf	sf	sf	sf	784 sf		
6	Internal Circulation Factor	Standards				Calculated Internal Circulation Factor				Total Internal Circulation		
		Total Workstation Area < 25% Total NSF	Default	Total Workstation Area > 75% Total NSF							227 sf	
		29%	39%	49%	29%							
7	Total ABOA***									891 usf	(Total Net Area + Internal Circulation - Total Special Support Space)	
8	Rentable Conversion Factor	1.15								1,163 r/sf	(Total Net Area + Internal Circulation) * Conversion Factor	

\* Hallways can affect the utilization rate and effective use of the space. The distance between the exterior wall and the corridor must be efficient, ranging between 20-45 feet optimally.

\*\* Column grids between 20 and 30 feet are preferable to irregular or smaller column grid arrangements that will affect efficient space layout.

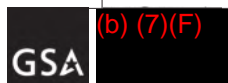
\*\*\* ANSI/BOMA Office Area (ABOA). Also consider the Usable Area for the organization. Used in Occupancy Agreement.



#### PART A - INDIVIDUAL WORKSPACES | SUB-AGENCY (Enter the number of individual workspaces by sub-agency.)

DESCRIPTION	PROPOSED SPACE	Area	Colocated Sub-Agency 1	Colocated Sub-Agency 2	Colocated Sub-Agency 3	Colocated Sub-Agency 4	Colocated Sub-Agency 5	Colocated Sub-Agency 6	Colocated Sub-Agency 7	Colocated Sub-Agency 8	TOTAL		Notes / Comments:
											Count	Area	
1	Workstation_Type 1 Deskbound Concentrative	48 sf			DS			DS			0	sf	
	Workstation_Type 2 Deskbound Interactive	48 sf									0	sf	
	Bench_Type 3	35 sf									0	sf	
	120 Workstation	120 sf									0	sf	
2	Office_Type 1*	120 sf			DS						0	sf	

Exhibit C  
(b) (7) Space and Design Guide



(b) (7)(F)

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SPACE & DESIGN GUIDE

# Appendix

## REQUEST FOR SPACE

3	Other (Specify):									0	sf	
	Other (Specify):									0	sf	
	Other (Specify):									0	sf	
4	Subtotal of Individual Workspace	0	0	0	0	0	0	0	0	0	sf	
5	Head Count for Reference <i>Based on Chart in Element 4</i>	0	0	0	0	0	0	0	0	0		
6	Total Area by Sub-Agency	sf	sf	sf	sf	sf	sf	sf	sf			
7	Percent of Total Area by Sub-Agency	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			

\* When office count exceeds 8% of Sub-Agency's FTE, cell turns red as an alert.

\*\* Workstation types based on GSA Workstyles

### PART B - STANDARD SUPPORT | MEETING SPACES | GENERAL

DESCRIPTION		PROPOSED SPACE								
		Capacity	Area	Recommended Ratio		Count	Modified Count	TOTAL		Notes / Comments:
				≤ 30 FTE	> 30 FTE			Count*	Area	
1	Quiet Room / Phone Booth	1 pp	48 sf	10:1	12:1	0		0		
2	Meeting Room_Type 1	4 pp	120 sf	15:1	15:1	1		1	120 sf	
	Meeting Room_Type 2	10pp	336 sf	NA	1 : office	0		0	sf	
	Meeting Room_Type 3 (Adjacent to Break Area)	20 pp	560 sf	NA	1 : office	0		0	sf	
3	Training Room	20 pp	560 sf	NA	1 : office	0		0	sf	
4	Open Meeting / Lounge	2 pp	60 sf	NA	30:1	0		0	sf	
5	Open Meeting / Lounge	4 pp	100 sf	NA	30:1	1		1	100 sf	
6	Other (Specify):									
7	Other (Specify):									
8	Subtotal (Shared Meeting Space)					2		2	220 sf	
9	Percent of Total Space								28%	

\* Total Count reflects the sum of counts according to the space ratio but when a modified count is inputted, the modified count supersedes the value generated by the space ratio.

### PART C - STANDARD SUPPORT | RESOURCES SPACES | GENERAL

DESCRIPTION	PROPOSED SPACE							Notes / Comments:
	Area	Recommended Ratio		Count	Modified Count	TOTAL		
		≤ 30 FTE	> 30 FTE			Count*	Area	
1 36" lateral files away from desk	9 sf	2 : 3 WS**	2 : 3 WS**	0		0	sf	
2 Standalone Printer	18 sf	as required	50:1	0		0	sf	
3 Copy / Print Room	120 sf	1 : Office	50:1	1		1	120 sf	
4 Plotter Room	120 sf	as required	as required	0		0	sf	
5 Service Desk (Field Office)	180 sf	1 : Office	NA	1		1	180 sf	
6 Reception Area	480 sf	NA	1 : Office	0		0	sf	
7 Coat Closet	24 sf	1 : Office	100:1	1		1	24 sf	
8 Pantry	120 sf	1 : Office	80:1	1		1	120 sf	
9 Break Area (adjacent to large meeting room)	560 sf	NA	1 : Office	0		0	sf	
11 Mail Room	120 sf	as required	1: Office	0		0	sf	
12 Storage Room	120 sf	as required	as required	0		0	sf	
13 Wellness Room	120 sf	as required	1 : Office	0		0	sf	
14 Other (Specify):								
15 Other (Specify):								
16 Other (Specify):								
17 Subtotal (Shared Resource Space)				4		4	444 sf	
18 Percent of Total Space							57%	

\* Total Count reflects the sum of counts according to the space ratio but when a modified count is inputted, the modified count supersedes the value generated by the space ratio.

\*\* WS = Total workstation count

### PART D - 1.0 SPECIAL SUPPORT SPACE | GENERAL

DESCRIPTION	PROPOSED SPACE							Notes / Comments:
	Area	Recommended Ratio		Count	Modified Count	TOTAL		
		≤ 30 FTE	> 30 FTE			Count*	Area	
1 Mud / Shower Room	120 sf	1 : Office	1 : Office	1		1	120 sf	
2 IT Server Room	120 sf	as required	1 : Office	0		0	sf	
3 IT Storage Room	120 sf	as required	1 : Office	0		0	sf	
4 High Density Storage Room	260 sf	as required	as required	0		0	sf	
5 Exercise Room **	120 sf	as required	as required	0		0	sf	
6 Other (Specify):								
7 Other (Specify):								
8 Subtotal (Special Support Space - General)				1		1	120 sf	
9 Percent of Total Space							15%	

\* Total Count reflects the sum of counts according to the space ratio but when a modified count is inputted, the modified count supersedes the value generated by the space ratio.

\*\* Exercise Room size varies depending upon choice of equipment.

### PART D - 2.0 SPECIAL SUPPORT SPACE | SUB-AGENCY

DESCRIPTION									
PROPOSED SPACE									
bit G	Aerial Photo / GIS - File Bar	Space and Design Guide	Lessor:  Agency: 	DS	Count	TOTAL		Notes / Comments:	
						Count	Area		
						Count	Area		
1				DS		0	sf		
2				DS		0	sf		
4	Meeting Room_Type 1			DS		0	sf		

Aerial Photo / GIS - File Bar

Exhibit G  
(b) (7) Space and Design Guide

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# Appendix

## REQUEST FOR SPACE

5	Lab Room				0	sf	
6	Exterior Processing Space				0	sf	
7	Secured Storage Room				0	sf	
8	Other (Specify):				0	sf	
9	Other (Specify):				0	sf	
10	Other (Specify):				0	sf	
11	Other (Specify):				0	sf	
12	Other (Specify):				0	sf	
13	Other (Specify):				0	sf	
14	<b>Subtotal (Special Support Space - Sub-Agency)</b>				<b>0</b>	<b>sf</b>	
15	Percent of shared space					0%	

### PART E - SUMMARY OF EXISTING OFFICE SPACE | SUB-AGENCY (Enter information on the current office space)

DESCRIPTION	Colocated Agency 1	Colocated Agency 2	Colocated Agency 3	Colocated Agency 4	Colocated Agency 5	Colocated Agency 6	Colocated Agency 7	Colocated Agency 8	Total	Notes / Comments:
1 Number of FTE									pp	
2 Current Lease Expiration										
3 Rentable Square Footage									sf	
4 ABOA Square Footage*									sf	
5 ABOA Square Footage / FTE									#DIV/0!	

\* ANSI/BOMA Office Area (ABOA). Also consider the Usable Area for the organization. Used in Occupancy Agreement.

### ELEMENT 6 - SPECIAL REQUIREMENTS

Complete this element only if requirements exceed standard specifications listed in the Solicitation for Others (SFO).

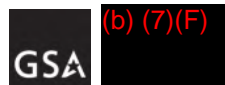
REVIEW ITEM	REQUIRED?			COMMENTS/ SPECIFICS:
	YES	NO	N/A	
1 Lighting				
2 Observation windows in doors and/or sidelight glass panels next to doors				
3 Doors				
4 Security Locks				
5 Noise Reduction				
6 Alarm Systems				
7 Interior office door locks				
8 Floor loads in excess of 100 pounds per square foot (power files, a safe, large copy machine, or central file rooms)				
9 Non-slip floors				
10 Smooth-surface and washable ceilings, partitions and walls.				
11 HVAC capable of maintaining acceptable operating environment in areas where there is a heat generating equipment				
12 Plumbing				
13 Dedicated or special electrical requirements (dimmer switch, 220 outlets, copier, etc).				
14 Exhaust fan vented to building exterior and separately switched inside the room.				
15 Sink				
16 Built-in counters and cabinets				
17 Floor drains				
18 Parking requirements (fencing, "pull-through" parking for cattle trailers, lighting, etc.).				
19 Storage				
20 Flammable or hazardous storage (NOTE: if "yes," attach documentation to include material names, amounts, and storage requirements.)				
21 Special fire protection features to meet requirements for item 22.				
22 ADP Room				
23 Other: Conference				
24 Other: Bicycle storage/parking				

### CERTIFICATION SIGNATURES

1	Colocated Sub-Agency 1	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
2	Colocated Sub-Agency 2	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
3	Colocated Sub-Agency 3	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
4	Colocated Sub-Agency 4	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
5	Colocated Sub-Agency 5	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
6	Colocated Sub-Agency 6	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
7	Colocated Sub-Agency 7	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):
8	Colocated Sub-Agency 8	b. DATE	c. SIGNATURE (Print):	d. SIGNATURE (Sign):

Exhibit G

(b) (7) Space and Design Guide



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# APPENDIX 2 NEEDS ASSESSMENT FORM

(b) (7)(F)

Exhibit G

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# Needs Assessment Interview Tool

## *Instructions and Questionnaire*



Exhibit G  
(b) (7) Space and Design Guide

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<sup>DS</sup> 

# Needs Assessment Interview Tool

## *Instructions*

The Requirements Development process begins with an assessment of the client's needs. The Needs Assessment Interview Tool (NAIT) creates the framework for a conversation with the client to understand their needs by suggesting probing questions in a number of areas that have proven critical to project success. It is not intended to be sent to the client to be filled out on their own. Such a short-cut may prove to be counter-productive both in eliciting the required information and in building a productive client relationship.

The exact steps and level of detail required on each individual project varies based on the complexity of the project, the needs and receptiveness of the client, and the estimated value of a potential change. Additionally, the questions provided in this document should not be considered as a limit to the conversation but a tool to enhance it and provide a general structure. The Regional Workplace Executive (RWE) is available to help project teams assess the value a project represents and choose the direction and level of effort required.

### Project Screening

The first step in the needs assessment process is to screen the potential value of the project using a quick screening process. The Project Planner and Visualization Tool (PP&VT) can assess value for different project options and can also be used to compare the current situation to a consistent "best-case" scenario. Using information from the new space request, continuing needs letter or Occupancy Agreement for the existing space, gather the proposed headcount and total useable square footage for the proposed space. Go to the project planner "Project Options Planner" tab, select "simple" baseline, and enter this information. Then, enter the following for the "best case" option:

- ≠ Individuals seated in open-plan: 80%
- ≠ Average Office / Workstation Size: 120/40SF
- ≠ Desk Sharing: 20% of headcount
- ≠ Shared Support Space Ratios: Mid
- ≠ Mission-critical, or "special" space: use actual, or, assume it is 10% of current

Note the payback period noted in the Space Standards plus Desk Sharing Tab. If the payback shown is less than the firm-term of the lease this could be a high-value project.

Consider next whether any of the following are true:

- ≠ The project is prospectus-level, or, greater than mid-size (200+ staff) if not?
- ≠ The project U/R exceeds agency or GSA-proposed space standards ranges?
- ≠ The agency requested help evaluating requirements for space efficiency?
- ≠ The project will consider a change in location?

Exhibit G

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If the project payback is within the term of the proposed OA or firm-term of a lease, AND one or more of the above is true; or, payback is estimated in less than 5 years AND the project impacts more than 25 people, then this is a “high-value” project and you should follow the “In-Depth” process. If not, this is a “standard” project and the “Standard” process is warranted. These processes define what sections of the NAIT are mandatory, and help define how to structure your approach to this particular project.

*[Note: If additional information is known about the project, project teams may use the full PP&VT to do a more detailed assessment of project value. The process followed is the same as described above, the estimated payback period will simply be based on more detailed information.]*

### **Preparing for the Needs Assessment Interview**

The project manager should complete Sections I, Customer Information, and II Background Information on Current Space using the client space request, current OA, and client-facing representatives like the Regional Account Manager and Building Manager as necessary. The project manager should then gather and review all documentation included in Section III Documentation as is practical to do prior to meeting with the client. The updated NAIT should be forwarded to the client point of contact with a request to meet. Depending on whether the High-Value or Standard process is selected, the sections which will be discussed should be highlighted to give the client a heads-up on how to prepare. You should become familiar with the questions, their intent, and which you will be asking of the client prior to conducting the interview.

M - Mandatory; O - Optional

NAIT Section	New-Space Process	In-Depth Process	Standard Process
I - Customer Info	M	M	M
II - Background Info - Current Space	M	M	M
III - Documentation	M	O	O
IV - Objectives	M	M	M
V - New Space and Delineated Area	M	O	O
VI - Workspace Requirements	See Below	See Below	See Below
Business Overview	M	M	O

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[Signature]

Individual Workspace	M	M	M
Group Workspace	M	M	M
Building Features	M	M	O
Building Support Spaces	M	M	O
VII - Parking	M	M	O
VIII - Building Operations	M	M	O
IX - Security	M	M	O
X - Additional Notes and Resources	Reference	Reference	Reference

### **Conducting the Needs Assessment Interview**

Conduct the interview using the NAIT as a guide. Feel free to expand on questions provided, probe for additional detail, or ask additional questions depending on where the conversation takes you. Enter all information gathered into the tool live, or, onto a note paper for subsequent entry into your systems.

## Needs Assessment Interview Tool (NAIT)

GSA Associate: \_\_\_\_\_  
 GSA Region: \_\_\_\_\_  
 Date of Assessment: \_\_\_\_\_  
 Date of Projected Data: \_\_\_\_\_

### I. CUSTOMER INFORMATION MANDATORY, ALL PROJECTS

Federal Agency: \_\_\_\_\_  
 Department and/or Branch: \_\_\_\_\_  
 AB Code(s): \_\_\_\_\_  
 Customer Representative(s): \_\_\_\_\_  
 Position(s)/Title(s): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 DUNS\*: \_\_\_\_\_  
 TAS\*\*: \_\_\_\_\_

**Approval Authorities:** *If no, please note authorized approving official in space provided*

Final Requirements Package	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
DID Approval	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
Customer Changes	<input type="checkbox"/> yes	<input type="checkbox"/> no	If no, describe limit / higher approval
authority			_____
Funding	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
OA / RWA / Market Survey	<input type="checkbox"/> yes	<input type="checkbox"/> no	_____

## II. BACKGROUND INFORMATION ON CURRENT SPACE Mandatory, All Projects

### Existing Headcount

Federal Full Time Equivalent \_\_\_\_\_

Contractor \_\_\_\_\_

Term \_\_\_\_\_

Part Time \_\_\_\_\_

*Do not count individuals in more than one category*

Location of Current Assignment: \_\_\_\_\_

Existing Rentable Square Feet: \_\_\_\_\_

Existing Usable Square Feet: \_\_\_\_\_

Existing Carbon Footprint\*: \_\_\_\_\_

Existing Lease Cost \_\_\_\_\_

*\*Optional: Identify method if provided; the GSA Project Planner & Visualization Tool may be used to provide a projected carbon footprint for this purpose.*

### III. DOCUMENTATION

#### Mandatory, All New Space and In-Depth RD Projects; Optional, Standard RD Projects

Note that information and documentation listed in this section is to be gathered by the GSA associate responsible for requirements development prior to or immediately following the Needs Assessment Interview.

**Attach a copy of the following items to this document if available and/or applicable:**

- ☐ Staffing List/Headcount Data for requirement (Date for Headcount Projection: \_\_\_\_\_)  
*This list should include each authorized staff member's position/title and grade (if applicable) and differentiate between Federal FTE, Contractor, Temporary and Part-Time or Seasonal positions)*
- ☐ Organization Charts
- ☐ Customer Space Standards  
*Check internally (GSA agency space standards library, ASR document or other) or have customer provide national space standards that govern the procurement and design of space.*
- ☐ Customer Mission and/or Initiatives  
*Check internally with account manager for customer mission and any new initiatives.*

**Obtain a copy of or develop the following items if available and/or applicable:**

- ☐ Floor plans of existing space
- ☐ Systems furniture installation drawings
- ☐ Agency telework or commuter survey data – *if available*
- ☐ GIS Map of proposed delineated area depicting mass transit locations and vacant federal and leased space under GSA control. *Consult Asset Manager, or use [GSA Urban Development Program Flex GIS Viewer](#)*
- ☐ Agency Strategic Sustainability Performance Plan or 2 page summary of SSPP from Account Manager if available. [Sustainability.Performance.GOV](#)
- ☐ Basic Space Program for existing location (if available, do not create)

## IV. OBJECTIVES

### Mandatory, All Projects

1. What is the objective or purpose of the project or move?  
\_\_\_\_\_
2. Does the customer have any special constraints, areas of special emphasis or objectives related to the new requirements that we should know about?

Constraint / Objectives	Explanation
<input type="checkbox"/> Budget	
<input type="checkbox"/> Resources	
<input type="checkbox"/> Schedule	
<input type="checkbox"/> Organizational Change	
<input type="checkbox"/> Mission Change	
<input type="checkbox"/> Space / Carbon Reduction	
	Are you considering space reduction in support of Presidential Memo requirements or Sustainability goals? <input type="checkbox"/> yes <input type="checkbox"/> no
	Do you wish to pursue space savings from desk sharing possible due to mobility (work at home programs, field work, internal work away from desk, etc.)? <input type="checkbox"/> yes <input type="checkbox"/> no
	Do you have collective bargaining units / agreements that will impact either space standards or mobility? <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Other	

3. Is the customer willing to allow GSA to conduct an Employee Workplace Survey to gather data on work patterns, interest and proficiency in telework, and other information relevant to the workplace? ☐ yes ☐ no
4. How does the customer define success (customer priorities)?  
(e.g.: on budget, on schedule, cutting edge design, better location, more efficient use of space)  
\_\_\_\_\_

## V. NEW SPACE AND DELINEATED AREA

### Mandatory, All New Space and In-Depth RD Projects; Optional Standard RD Projects

Date Space required: \_\_\_\_\_ Square Footage requested: \_\_\_\_\_  
 (not necessarily lease exp date) (if not determined yet, enter TBD)

1. How was the quantity of space determined? (Note: client's request for quantity of space will be used as a baseline by GSA associate when developing options to meet stated needs; GSA associate should ask client for the basis of any square footage requested, i.e. existing space, established agency standards, other method)
- \_\_\_\_\_

2. Is the client interested in occupying vacant federal space? ☐ yes ☐ no

3. Has the customer already established a specific delineated area for this requirement?  
☐ yes ☐ no

If yes, what are the geographical boundaries?

\_\_\_\_\_

4. Is the client willing to prioritize locations within ¼ mile of a fixed transit line or Walkscore\* above 75? ☐ yes ☐ no

\*Walkscore is a proprietary system used to rate the walk-ability or relative dependence on use of a privately owned vehicle of employees assigned to a given location; more information is available at: <http://www.walkscore.com/>

5. Does the customer have any special adjacency requirements (i.e. are there any requirements for or against co-locating with other federal agencies or other entities)? ☐ yes ☐ no

If yes, what are they?

\_\_\_\_\_

6. Will the customer be moving existing furniture? ☐ yes ☐ no  
 If yes, have you investigated the cost of moving vs. purchasing
- \_\_\_\_\_

7. Does the customer have any sustainability goals beyond the existing regulations, existing laws and Executive Orders in effect? ☐ yes ☐ no

If yes, what are they?

\_\_\_\_\_

8. Does the customer wish assistance with any services related to including mobility as a way of delivering their mission?

☐ Workplace strategic requirements engagement

☐ IT infrastructure development planning,

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☐ Change management

*If yes – note what is known about the requirement and contact your Regional Workplace Executive.*

\_\_\_\_\_

9. Does the customer wish for GSA to assist with any of these services:

- ☐ IT/Network and Telecommunication Services
- ☐ Local and Long Distance Telephone Service (dial tone services)
- ☐ Furniture Acquisition
- ☐ Furniture and Personal Property Disposal
- ☐ Office Equipment Acquisition
- ☐ Security Products and Services
- ☐ Move Coordination

*If yes – note what is known about the requirement and contact your FAS counterpart.*

\_\_\_\_\_

## VI. WORKSPACE REQUIREMENTS

See Individual Subsections Below

Please note that the questions in these sections are intended to gather information from the client's leadership or facilities perspective. In the event the client authorizes GSA to conduct a survey of its employees, similar questions will be asked and will provide a comparison of employee and leadership perspectives.

### BUSINESS OVERVIEW

Mandatory, All New Space and In-Depth RD projects; As-Needed Standard RD Projects

1. Provide an overview of what your organization does and the kind of work that is conducted by the personnel in this request (typical office, customer facing, etc.).  
\_\_\_\_\_

2. How do employees typically work? (in teams, individually, mainly offsite, etc.)  
\_\_\_\_\_

3. **Generally speaking, what proportion of your employees is working in the following ways:** *Note that the client may have several groups of 50 or more employees which perform work very differently, and that difference should be captured to ensure delivery of the right kind of space. Fill in the proportion for each group of 50 or more workers who are working in distinctly different ways. For instance, personnel working with paper documents at their desk will have a different "signature" than those who are mobile three days a week. (Major groups over 50 should be similarly categorized, and there is an additional worksheet in "Section X. Additional Notes and Resources" at the end of this instrument for your use :*

**Group 1:** Correspondence symbol \_\_\_\_\_. Proportion of this group's employees who work in the following ways:

\_\_\_\_% Desk-bound, interactive at desk  
 \_\_\_\_% Desk-bound, concentrative  
 \_\_\_\_% Internally-mobile\*, interactive when at desk  
 \_\_\_\_% Internally-mobile\*, concentrative  
 \_\_\_\_% Externally-mobile, interactive when at desk  
 \_\_\_\_% Externally-mobile concentrative

**Group 2:** Correspondence symbol \_\_\_\_\_. Proportion of group's employees who work in the following ways:

\_\_\_\_% Desk-bound, interactive at desk  
 \_\_\_\_% Desk-bound, concentrative  
 \_\_\_\_% Internally-mobile\*, interactive when at desk  
 \_\_\_\_% Internally-mobile\*, concentrative  
 \_\_\_\_% Externally-mobile, interactive at desk  
 \_\_\_\_% Externally-mobile concentrative

"Internally mobile" refers to workers who do not travel as much outside of their primary building but are often attending meetings at various locations within the building itself away from their primary desk.

Figure 1 below expresses these different ways of working in a matrix form; see [www.workplacesolutionslibrary.com](http://www.workplacesolutionslibrary.com) for greater explanation of work patterns

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Figure 1:

4. Does the customer have an established telework programs? If so, what is their current telework participation rate (number of regular teleworkers, average number days / week)?  
\_\_\_\_\_
5. Is staff often away from their desk or out of the office as part of their normal work routine?  
\_\_\_\_\_
6. Does the customer make use of unassigned or shared seating (hotelling, reserve-able, team space, etc) currently? If so, roughly how many employees participate and what sharing ratio (number of employees / desk) do they use?  
\_\_\_\_\_
7. Which of the following mobile work supporting devices or tools does the agency currently provide to the employees considered in this request; does the agency plan to change use in the next 2 years? (Roughly what percentage of employees have or use these tools regularly or will have or use these tools?)

Tool or Devices <sup>DS</sup>		Percentage of Headcount
Lessor: <u>DS</u>	Government: <u>DS</u>	
<sup>DS</sup> <u>MV</u>		

	Current / Future Use
Laptop or tablet computers	____ / ____
Mobile communication devices (i.e. cell phones)	____ / ____
Remote access to work-related systems and programs (i.e. VPN, Citrix, Cloud-based applications, etc)	____ / ____
Remote meeting (i.e. webinar, instant messaging or chat, video teleconferencing, etc)	____ / ____
VOIP and soft phone applications	____ / ____
Webcams	____ / ____
Monitors or monitor configured for dual screen viewing	____ / ____

8. Would the client allow GSA to conduct an online survey of employees to gain direct information on actual work pattern and telework preferences of the staff who will occupy the future project? - **Note: Use Work / Place PMO Pre-Occupancy Employee Survey**

9. What works with the current space?

10. What doesn't work with the current space?

\_\_\_\_\_

## INDIVIDUAL WORKSPACE

Mandatory, All Projects

1. Indicate the quantity of staff and other personnel you anticipate requiring each type of individual workspace (Existing / Future).

Space Allocation Existing / Future	<i>Federal</i>	<i>Contractor</i>	<i>Other</i> (e.g., seasonal, part-time, interns, etc.)
Private Offices:	____ / ____	____ / ____	____ / ____
Workstations:	____ / ____	____ / ____	____ / ____

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Total Staff:

\_\_\_\_ / \_\_\_\_

\_\_\_\_ / \_\_\_\_

\_\_\_\_ / \_\_\_\_

1a. Can any of these individual workstations be shared by more than one person? If so, please describe below.

\_\_\_\_\_

2. Describe any unique issues or work performed by client's staff that would require their individual workspaces to be atypical of generic office space (i.e. handling of large or large volumes of documents, specialized, bulky or high-value equipment that must remain at the worksite, processing sensitive or confidential material, etc.). This may not apply to all parts of the client's organization; differentiate between individual sub-groups as necessary.

\_\_\_\_\_

3. Has the customer established typical or standard layouts for workstations or offices?

☐ yes ☐ no If yes, what are the footprint sizes for them? (i.e., 6x6, 6x8, 8x8, 7x9)

\_\_\_\_\_

3a Do these typical sizes support the work your agency currently does? ☐ yes ☐ no

If no, please explain

\_\_\_\_\_

## GROUP WORKSPACE

Mandatory, All Projects

- Which internal groups need to be located near each other or near a particular support need (lobby, centralized storage, etc.)?
- Describe the nature and frequency of meetings that occur between staff or with other outside agencies or customers (informal and spontaneous, scheduled, large/small, etc.)
- Are your current meeting spaces adequate for these needs (number, size, features)?
- Does the customer need conference rooms or training areas? ☐ yes ☐ no

Room Name	Typical Meeting Size	Meeting Frequency	Video Conferenc	Room Currently Exists?	Current Performance?
			<input type="checkbox"/>	<input type="checkbox"/>	

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	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

5. What office support does the customer require? Are any currently reserved for individual branches, divisions or offices that could in the future be shared across the organization?

- ☐ Reception - Share? ☐ yes ☐ no
- ☐ Filing - Share? ☐ yes ☐ no
- ☐ Bookshelves - Share? ☐ yes ☐ no
- ☐ Mail Room/ Mail Station - Share? ☐ yes ☐ no
- ☐ Copiers - Share? ☐ yes ☐ no
- ☐ Fax - Share? ☐ yes ☐ no
- ☐ Shared Equipment Stations - Share? ☐ yes ☐ no

Define and quantify these requirements:

\_\_\_\_\_

6. Does the customer require a server room? ☐ yes ☐ no  
If yes, what is known about the requirement?

\_\_\_\_\_

- 6a. Does the customer require advance set-up of server room? ☐ yes ☐ no  
If yes, how far in advance of occupancy? \_\_\_\_\_

7. Does the customer require storage space? ☐ yes ☐ no  
If yes, what is known about the requirement; has consideration been given to electronic or offsite storage possibilities?

\_\_\_\_\_

8. Does the customer have any spaces that require special construction or maintenance?  
☐ yes ☐ no  
If yes, what is known about the requirement?

\_\_\_\_\_

## BUILDING FEATURES

Mandatory, All New Space and In-Depth RD projects; Optional Standard RD Projects

1. Must the space be located on a particular floor of a building? ☐ yes ☐ no  
If so, where and why?

\_\_\_\_\_

Exhibit G

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2. Must the space be contained in one contiguous block without being split by a public corridor? ☐ yes ☐ no
3. Has the customer established a column spacing requirement? ☐ yes ☐ no  
If yes, what is it?  
\_\_\_\_\_
4. Does the customer have any special HVAC requirements? ☐ yes ☐ no  
If yes, please explain.  
\_\_\_\_\_

## BUILDING SUPPORT SPACES

Mandatory, All New Space and In-Depth RD Project, Optional Standard RD Projects

1. Does the customer need any requirements related to access to:  
Food Service: \_\_\_\_\_  
Fitness Center: \_\_\_\_\_  
Credit Union: \_\_\_\_\_  
Onsite Health Unit: \_\_\_\_\_
2. Has the customer defined or would the customer like GSA to consider requirements for access to child care either in the facility or available nearby? ☐ yes ☐ no  
If yes, what is known about the requirement?  
\_\_\_\_\_
3. Is a laboratory or clinic area required? ☐ yes ☐ no  
If yes, what is known about the requirement?  
\_\_\_\_\_
4. Does the customer require space for antennas? ☐ yes ☐ no  
If yes, what is known about the requirement?  
\_\_\_\_\_
5. Does the customer require any type of ware yard (loading dock, etc.)? ☐ yes ☐ no  
If yes, what is known about the requirement?  
\_\_\_\_\_
6. Does the customer have any special requirements regarding handling or disposal of hazardous waste? ☐ yes ☐ no  
If yes, what is known about the requirement?  
\_\_\_\_\_

**VII. PARKING****Mandatory, All New Space and In-Depth RD projects; Optional Standard RD Projects**

1. Does the customer require parking? POV: ☐ yes ☐ no GOV: ☐ yes ☐ no
- 1a. Number of secured parking spaces required: POV: \_\_\_\_\_ GOV: \_\_\_\_\_  
*What is the nature of your security requirement (gate controlled, fence, visually private, other)?* \_\_\_\_\_
- 1b. Number of un-secured spaces required: POV: \_\_\_\_\_ GOV: \_\_\_\_\_
- 1c. Does the customer require that any parking be available within a specific walking distance from the site? ☐ yes ☐ no  
*How many spaces?* \_\_\_\_\_  
*How many blocks?* \_\_\_\_\_
- 1d. Does the customer have any specific requirements related to this parking? ☐ yes ☐ no  
*If yes, what is known about the requirement?* \_\_\_\_\_
2. Does the customer require bicycle parking? ☐ yes ☐ no  
*If yes, what is known about the requirement?* \_\_\_\_\_

**VIII. BUILDING OPERATIONS****Mandatory, All New Space and In-Depth RD projects; Optional Standard RD Projects**

Customer Hours of Operation

Monday - Friday: From \_\_\_\_\_ To \_\_\_\_\_

Saturday: From \_\_\_\_\_ To \_\_\_\_\_

Sunday: From \_\_\_\_\_ To \_\_\_\_\_

Would the customer consider scaling back access/utilities in sections of the facility during low-use periods of normal operating hours (i.e. days adjacent to national holidays, weekends, etc...)?

Yes ☐ No ☐Does the customer require afterhours access/utilities? ☐ yes ☐ no*If yes, please explain.*

\_\_\_\_\_

*If yes, frequency:* (hours/day) \_\_\_\_\_ (days/week) \_\_\_\_\_Are after hours or daytime cleaning services required? ☐ Daytime ☐ After Hours

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## IX. SECURITY

### Mandatory, All New Space and In-Depth RD projects; Optional Standard RD Projects

1. Do you feel the level of security is appropriate now? ☐ yes ☐ no  
If not, what is the right level?

\_\_\_\_\_

2. Has the customer instituted changes in their security requirements since they took occupancy of the current location? ☐ yes ☐ no  
If so, what are they?

\_\_\_\_\_

3. How does the customer want to manage employee access to the space?

\_\_\_\_\_

4. How does the customer want to manage visitor access to the space?

\_\_\_\_\_

5. Does the customer have any other security requirements? ☐ yes ☐ no  
If yes, what is known about the requirement?

\_\_\_\_\_

## X. ADDITIONAL NOTES AND RESOURCES

\_\_\_\_\_

\* Dun and Bradstreet Universal Numbering System (DUNS) number (also referred to by GSA as the Business Partner Network (BPN) Number): Required by Treasury for Intra-governmental Payment and Collection System (IPAC), this provides a standardized interagency transfer of funds between GSA and customers' accounts for space charges. This requirement is defined in OMB Memorandum M-03-01 [http://www.whitehouse.gov/omb/memoranda\\_m03-01](http://www.whitehouse.gov/omb/memoranda_m03-01)

\*\* Treasury Account Symbol (TAS) - Required by Treasury: The TAS is an identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. (These accounts are defined in I TFM 2-1500 <http://www.fms.treas.gov/tfm/vol1/v1p2c150.html>)

For the Customer letter explaining the DUNS/TAS requirements please see:

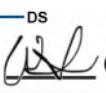
<https://gsa.box.net/shared/static/vccofho7v1.pdf>

[www.workplacesolutionslibrary.com](http://www.workplacesolutionslibrary.com) may be of great interest to both the GSA associate and the client as it presents a consistent methodology developed by National Workplace Strategy experts. In addition, the tool contains videos which may be useful for clients as they interact with their own staffs

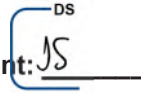
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## Additional Groups Worksheet

**Group 3:** Correspondence symbol \_\_\_\_\_.Proportion of this group's employees who work in the following ways:

\_\_\_% Desk-bound, interactive at desk  
 \_\_\_% Desk-bound, concentrative  
 \_\_\_% Internally-mobile\*, interactive when at desk  
 \_\_\_% Internally-mobile\*, concentrative  
 \_\_\_% Externally-mobile, interactive when at desk  
 \_\_\_% Externally-mobile concentrative

**Group 4:** Correspondence symbol \_\_\_\_\_.Proportion of group's employees who work in the following ways:

\_\_\_% Desk-bound, interactive at desk  
 \_\_\_% Desk-bound, concentrative  
 \_\_\_% Internally-mobile\*, interactive when at desk  
 \_\_\_% Internally-mobile\*, concentrative  
 \_\_\_% Externally-mobile, interactive at desk  
 \_\_\_% Externally-mobile concentrative

- "Internally mobile" refers to workers who do not travel as much outside of their primary building but are often attending meetings at various locations within the building itself away from their primary desk.

**Group 5:** Correspondence symbol \_\_\_\_\_.Proportion of this group's employees who work in the following ways:

\_\_\_% Desk-bound, interactive at desk  
 \_\_\_% Desk-bound, concentrative  
 \_\_\_% Internally-mobile\*, interactive when at desk  
 \_\_\_% Internally-mobile\*, concentrative  
 \_\_\_% Externally-mobile, interactive when at desk  
 \_\_\_% Externally-mobile concentrative

**Group 6:** Correspondence symbol \_\_\_\_\_.Proportion of group's employees who work in the following ways:

\_\_\_% Desk-bound, interactive at desk  
 \_\_\_% Desk-bound, concentrative  
 \_\_\_% Internally-mobile\*, interactive when at desk  
 \_\_\_% Internally-mobile\*, concentrative  
 \_\_\_% Externally-mobile, interactive at desk  
 \_\_\_% Externally-mobile concentrative

- "Internally mobile" refers to workers who do not travel as much outside of their primary building but are often attending meetings at various locations within the building itself away from their primary desk.

Exhibit G

(b) (7) Space and Design Guide

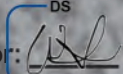
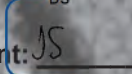

Lessor:  Government: 



# APPENDIX 3 PRODUCT CUT SHEETS

(b) (7)(F)

Exhibit G  
(b) (7) Space and Design Guide

Lessor: <sup>DS</sup>  Government: <sup>DS</sup>   
<sup>DS</sup> 

# Reform

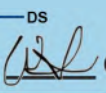


Exhibit G

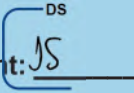
(b) (7) Space and Design Guide

**inscape** smart  
workspaces

Lessor:

<sup>DS</sup>  


Government:

<sup>DS</sup>  


<sup>DS</sup>  


# A true performer – functionality meets versatility meets form. Today and tomorrow.



## Reform

From simple space division to high performance environments, Reform **supports technology** and **furniture integration**. Reform meets today's priorities while keeping your options open for the future.

- non-progressive, unitized construction
- 2 1/4" thick profile
- recessed panel connections
- hanging capability to accommodate systems furniture
- +/- 1" leveling capability
- panels are available in smooth or textured powder-coat paint, fabric or vinyl on steel, tackable fabric, vinyl, wood veneer, laminate or factory-glazed
- available in heights up to 12' and widths up to 48"
- freestanding and recessed ceiling channels available
- standard STC rating of 40 (higher rating available up to 47)

Exhibit G

(b) (7) Space and Design Guide

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DS  
MV

Discover more at [inscapesolutions.com](http://inscapesolutions.com)

# AdjustableHeightWorksurface

## AH-1 to AH-5

### Adjustable Height Table

Product Code	AH-1 to AH-5
Product Name	Renew Tables
Manufacturer	Herman Miller
Model Number	Multiple Product Numbers
Product Description	Electric or Counterbalance (54" & 66" Electric Only)
Dimensions	30"D x 48", 54", 60", 66" 72"
Lead Times	6-8 weeks
Unit Price	\$924.63 - \$1371.21

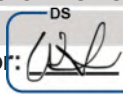
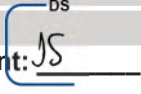


These monitors arms are not included in this contract.

### Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Paint for Trim
	Laminate or Veneer Worksurface

Exhibit G  
(b) (7) Space and Design Guide

Lessor:  Government: 



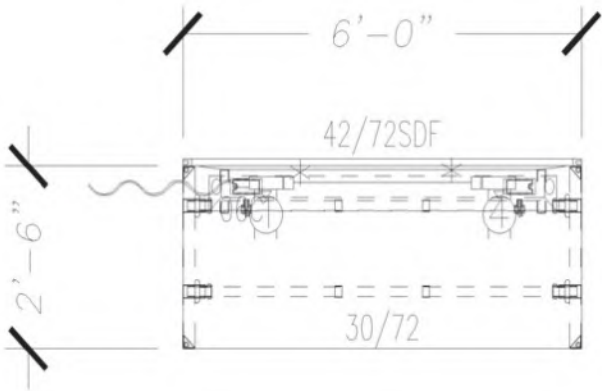
TWP | FIT

# Benching Workstation Typicals

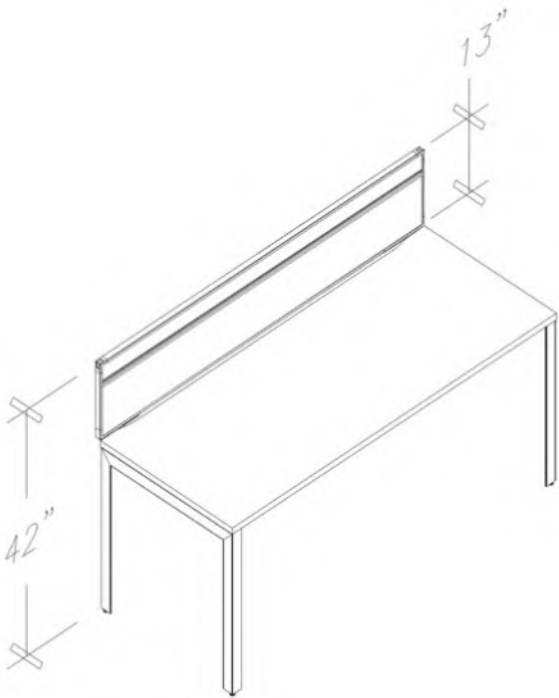
## BCH-8

### Benching Workstation 72"W x 30"D (Single)

Product Code	BCH-8
Product Name	Layout Studio
Manufacturer	Herman Miller
Model Number	Multiple Product Numbers
Product Description	Single Workstation
Dimensions	72"W x 30"D
Lead Times	6-8 weeks
Unit Price	\$758.94



Floor Plan



Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Tile Fabric Grade 2 for Fabric Tiles
	Paint for Trim
	Laminate for Worksurfaces

Exhibit G  
(b) (7) Space and Design Guide

Lessor: DS Government: JS

DS  
MV

# Workstation, Benching, Private Office Kit of Parts Storage

**BBF**

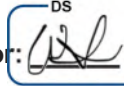
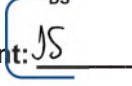

*Stationary Box/Box/File Pedestal*

Product Code	BBF
Product Name	TU Metal & Laminate, Canvas Veneer
Manufacturer	Herman Miller
Model Number	Multiple Model Numbers
Product Description	Stationary Box/Box/File Drawer Pedestal
Dimensions	14 5/8"W x 20"D X 26 3/8' h
Lead Times	6-8 Weeks
Unit Price	\$163.97 - \$619.50



## Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Metal Paint, Laminate, Veneer

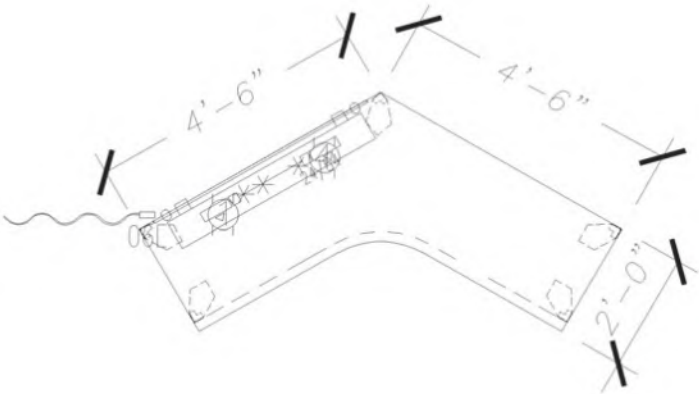
Lessor: <sup>DS</sup> Government: <sup>DS</sup>  
<sup>DS</sup>

# Benching Workstation Typicals

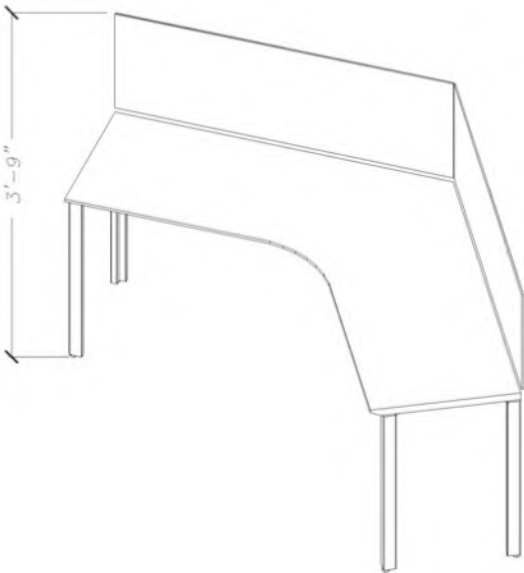
## BCH-10

### Benching Workstation 120 Degree

Product Code	BCH-10
Product Name	Canvas Office Landscape Wall Based Workstation
Manufacturer	Herman Miller
Model Number	Multiple Product Numbers
Product Description	120 Degree Workstation
Dimensions	4'6" x 4'6"
Lead Times	6-8 weeks
Unit Price	\$1468.85



Floor Plan



Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Tile Fabric Grade 2 for Fabric Tiles
	Paint for Trim
	Laminate for Worksurfaces

Exhibit G  
(b) (7) Space and Design Guide

Lessor: DS Government: JS

DS  
MV

# Workstation, Benching, Private Office Kit of Parts Storage

## BK-1 to BK-6

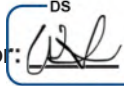
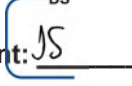

### Bookcase 2,3,4 High

Product Code	BK-1 to BK-6
Product Name	TU Metal, Canvas Laminate & Veneer
Manufacturer	Herman Miller
Model Number	Multiple Model Numbers
Product Description	30"W & 36"W 2, 3, 4 High Bookcase
Dimensions	14"D/15"D x 26"H, 27"H, 38"H, 39"H, 42"H, 51"H, 54"H
Lead Times	6-8 Weeks
Unit Price	\$197.63 - \$812.00



## Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Metal Paint, Laminate, Veneer

Lessor: <sup>DS</sup> Government: <sup>DS</sup>  
<sup>DS</sup>

Workstation, Benching, Private Office Kit of Parts Storage

LF-1/LF-2

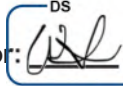
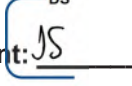

Lateral File 2-High, 30"W & 36"W

Product Code	LF-1/LF-2
Product Name	TU Metal & Laminate, Canvas Veneer
Manufacturer	Herman Miller
Model Number	Multiple Model Numbers
Product Description	2-High Lateral File Cabinet
Dimensions	18"D x 30"W x 27.25" H, 18"D x 36"W x 27.25" H
Lead Times	6-8 Weeks
Unit Price	\$196.10 / \$905.75



Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Metal Paint, Laminate, Veneer

Lessor: <sup>DS</sup> Government: <sup>DS</sup>  
<sup>DS</sup>

# Workstation, Benching, Private Office Kit of Parts Storage

## MBF

### Mobile Box/File Pedestal

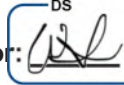
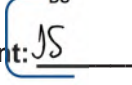

Product Code	MBF
Product Name	TU Metal & Laminate, Canvas Veneer
Manufacturer	Herman Miller Multiple
Model Number	Model Numbers
Product Description	Mobile Box/File Cushion Top & Handle Drawer Pedestal
Dimensions	14 5/8"W x 20 3/34"D X 22 3/8" H
Lead Times	6-8 Weeks
Unit Price	\$247.94 - \$679.50



## Rendering

MBF on contract, other product not included in this contract.

Finishes: See Herman Miller Tab in Binder	
Select:	
	Metal Paint, Laminate, Veneer w/Grade 1 Fabric Cushion

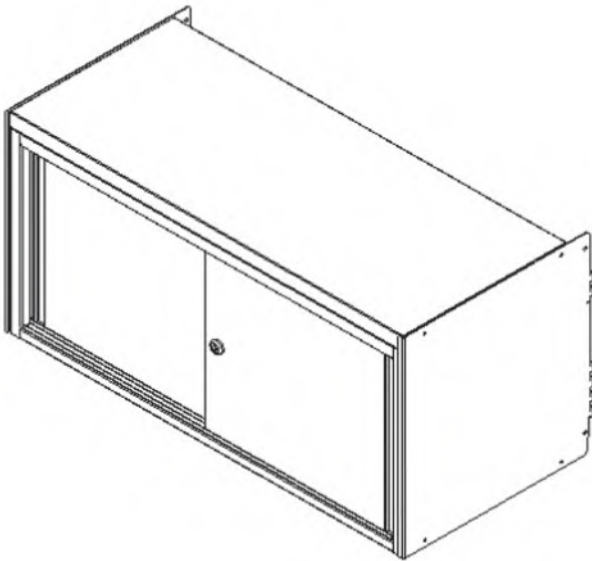
Lessor: <sup>DS</sup> Government: <sup>DS</sup>  
<sup>DS</sup>

Workstation, Benching, Private Office Kit of Parts Storage

OH-1 to OH-6

Overhead Storage

Product Code	OH-1 to OH-6
Product Name	Canvas Office Landscape
Manufacturer	Herman Miller
Model Number	Multiple Model Numbers
Product Description	Overhead Storage with Sliding or Hinged Doors
Dimensions	14"D x 15"H x 30"W, 36"W, 42"W, 48"W, 60"W, 66"W
Lead Times	6-8 Weeks
Unit Price	\$226.25 - \$1238.75



Drawing

Finishes: See Herman Miller Tab in Binder	
Select:	
	Metal Paint, Laminate, Veneer

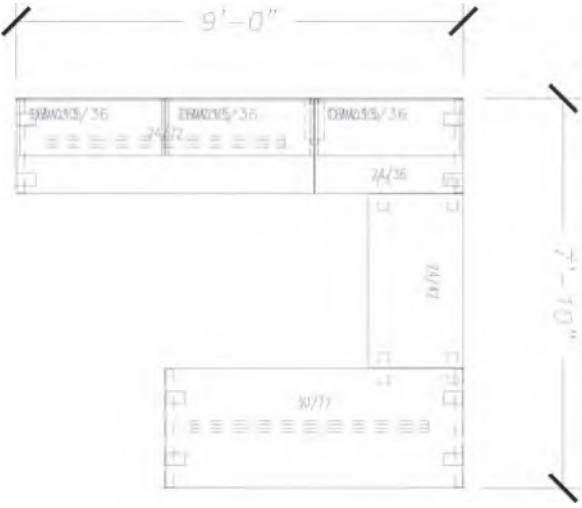
Lessor: <sup>DS</sup>[Signature] Government: <sup>DS</sup>JS  
<sup>DS</sup>MV

PrivateOffices

PO-4A

Private Office 9' x 12'

Product Code	PO-4A
Product Name	Canvas Office Landscape Wall Based
Manufacturer	Workstation Herman Miller
Model Number	Multiple Product Numbers
Product Description	U-Shape Desk Unit
Dimensions	6' x 8' x 9'
Lead Times	6-8 weeks
Unit Price	\$1722.25 / Laminate \$2806.75 Veneer

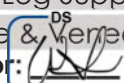
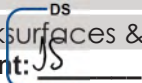


Floor Plan

Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Fabric Grade 1 for Tack Board
	Paint for Leg Supports
	Laminate & Veneer for Worksurfaces & Overheads

Exhibit G  
(b) (7) Space and Design Guide

Lessor: <sup>DS</sup>  Government: <sup>DS</sup> 

<sup>DS</sup>  

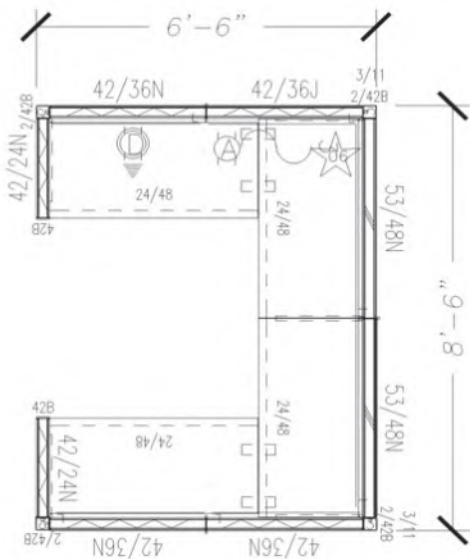

TWP | FIT

# Workstation Typicals

## WK-3

### Workstation 6' x 8'

Product Code	WK-3
Product Name	Canvas Office Landscape Wall Based Workstation
Manufacturer	Herman Miller
Model Number	Multiple Product Numbers
Product Description	U-Shape Workstation
Dimensions	6'6" x 8'6"
Lead Times	6-8 weeks
Unit Price	\$2366.25



### Floor Plan

### Rendering

Finishes: See Herman Miller Tab in Binder	
Select:	
	Tile Fabric Grade 2 for Fabric Tiles
	Paint for Trim
	Laminate for Worksurfaces

Exhibit G  
(b) (7) Space and Design Guide

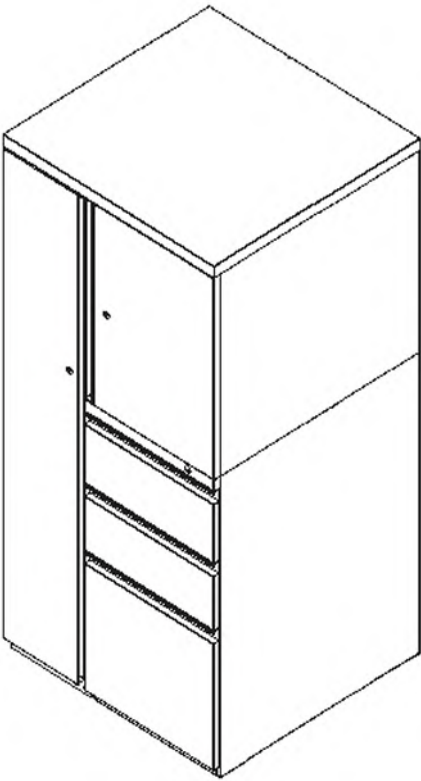
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MV

Workstation, Benching, Private Office Kit of Parts Storage

WT-5/WT-6

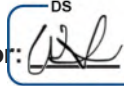
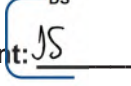

Wardrobe Tower

Product Code	WT-5/WT-6
Product Name	TU Metal, Laminate & Veneer
Manufacturer	Herman Miller
Model Number	Multiple Model Numbers
Product Description	Wardrobe Tower w/Coat Rod, Box/Box/File Pedestal, Shelf
Dimensions	24"D x 24"W, 18"D x 42"W, 53"H
Lead Times	6-8 Weeks
Unit Price	\$525.05 / \$1323.50



Drawing

Finishes: See Herman Miller Tab in Binder	
Select:	
	Metal Paint, Laminate, Veneer

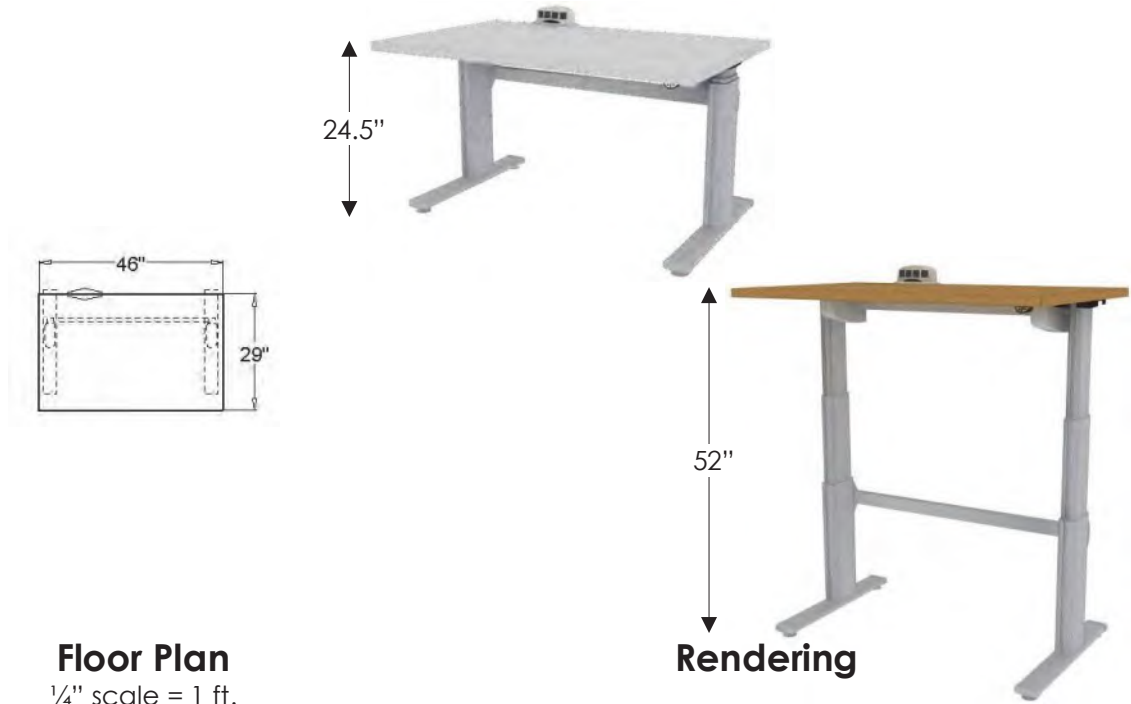
Lessor: <sup>DS</sup> Government: <sup>DS</sup>  
<sup>DS</sup>

# Adjustable Height Worksurfaces

## AH-1, AH-2, AH-3, AH-4 and AH-5

### Description

Product Description	<b>Adjustable Height Worksurface — 30"D</b> (available in various widths, and in laminate or veneer)	
Product Name	Series 5	
Manufacturer	Details by Steelcase	
Model Number	Multiple model numbers	
Dimensions available	AH-1 = 48"W x 30"D	AH-4 = 66"W x 30"D
	AH-2 = 54"W x 30"D	AH-5 = 72"W x 30"D
	AH-3 = 60"W x 30"D	
Dimensions as shown	48"W x 30"D (AH-1)	
Standard Lead Times	6 to 8 weeks	



**Floor Plan**

1/4" scale = 1 ft.

**Rendering**

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Laminate: Seagull 2883	Veneer: Clear Cherry 3402

UNIT PRICES	Contact GSA Contracting for unit price AH-1 (48"W); AH-2 (54"W); AH-3 (60"W); AH-4 (66"W); AH-5 (72"W)
-------------	---

**Exhibit G**  
**(b) (7) Space and Design Guide**

Lessor: DS Government: JS

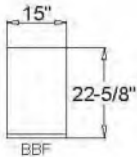
DS  
MV

Storage Options

BBF

Description

Product Description	Stationary Box/Box/File Pedestal with master lock	
Product Name	Universal (metal) and Elective Elements (laminated and veneer)	
Manufacturer	Steelcase	
Model Number	RPF2427AF (metal)	E6PD231527B (laminated and veneer)
Dimensions available	23"D x 15"W x 27"H	
Dimensions as shown	23"D x 15"W x 27"H	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.






Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Metal: Fieldstone 7238	Laminate: Seagull 2883
	Veneer : Clear Cherry 3402	

UNIT PRICES	Contact GSA Contracting for unit price
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Exhibit G  
(b) (7) Space and Design Guide

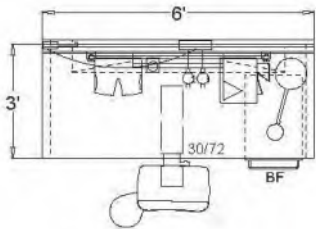
Lessor: <sup>DS</sup>  Government: <sup>DS</sup>   
<sup>DS</sup> 

Benching Workstations

BCH-5, BCH-6, BCH-7 and BCH-8 (with FIT Options)

Description

Product Description	Benching Workstation – Single Sided, 30"D (available in various widths)	
Product Name	FrameOne	
Manufacturer	Steelcase	
Model Number	Multiple model numbers	
Dimensions available	BCH-5 = 48"W x 30"D	BCH-6 = 54"W x 30"D
	BCH-7 = 60"W x 30"D	BCH-8 = 72"W x 30"D
Dimensions as shown	72"W x 30"D (BCH-8)	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.



Rendering

(FIT Options: KT, MBF, TL-4, and TR-6)

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Paint: Fieldstone 7238	Screen Fabric: Quicksilver 5S96
	Laminate: Milk 2884	Cushion Fabric: Atlantis 5636

UNIT PRICES (includes FIT Options)	Contact GSA Contracting for unit price BCH-5 (48"W); BCH-6 (54"W); BCH-7 (60"W); BCH-8 (72"W)
---------------------------------------	--

Exhibit G  
(b) (7) Space and Design Guide

Lessor: Steelcase Government: JS

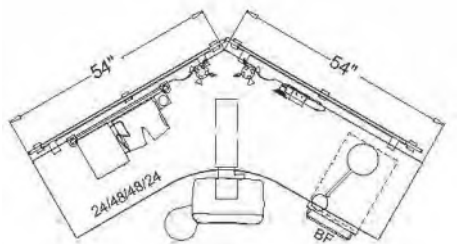
DS  
MV

# Benching Workstations

## BCH-10 (with FIT Options)

### Description

<i>Product Description</i>	<b>Workstation – 120 Degree</b>
<i>Product Name</i>	Universal worksurfaces
<i>Manufacturer</i>	Steelcase
<i>Model Number</i>	Multiple model numbers
<i>Dimensions available</i>	24"D x 54"W x 54"W x 24"D
<i>Dimensions as shown</i>	24"D x 54"W x 54"W x 24"D
<i>Standard Lead Times</i>	6 to 8 weeks



### Floor Plan

1/4" scale = 1 ft.



### Rendering

(FIT Options: KT, MA, MBF, TL-4, TR-2)

FINISHES AVAILABLE - See Steelcase Finishes Section

<i>Finishes as shown</i>	Paint: Fieldstone 7238	Screen Fabric: Malt 5S27
	Laminate: Milk 2884	Cushion Fabric: Atlantis 5636

UNIT PRICE  
(includes FIT Options)

Contact GSA Contracting for unit price

Exhibit G

(b) (7) Space and Design Guide

Lessor: DS

Government: JS

DS

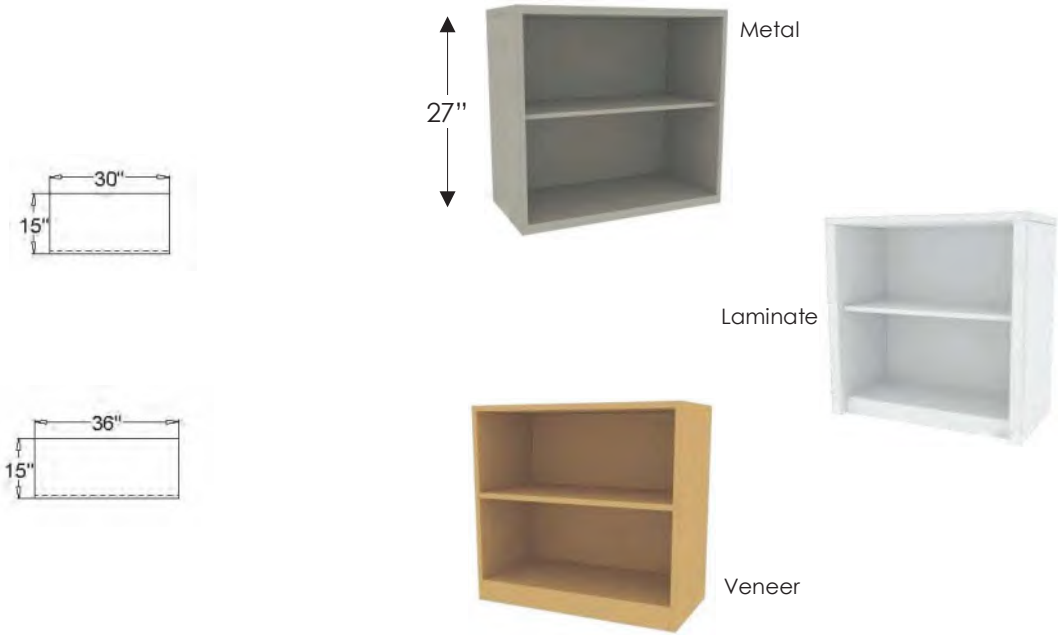
MV

Storage Options

BK-1 and BK-2

Description

Product Description	<b>Bookcase — 27"H, 2-High</b> (available in various widths, and in metal, laminate or veneer)	
Product Name	Universal (metal), Currency (laminate) and Elective Elements (veneer)	
Manufacturer	Steelcase	
Model Number	Multiple model numbers	
Dimensions available	BK-1 = 30"W x 27"H	BK-2 = 36"W x 27"H
Dimensions as shown	30"W x 27"H (BK-1)	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.

Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Metal: Fieldstone 7238	Laminate: Seagull 2883
	Veneer: Clear Cherry 3402	

UNIT PRICES	Contact GSA Contracting for unit price BK-1 (30"W); BK-2 (36"W)
-------------	--

Exhibit G  
(b) (7) Space and Design Guide

Lessor: DS Government: JS

DS  
MV

Storage Options

LF-1 (without top)

Description

Product Description	Lateral File (without top) with master lock — 2-High	
Product Name	Universal (Metal) and Elective Elements (Laminate and Veneer)	
Manufacturer	Steelcase	
Model Number	RLF24302F (metal)	E6LF243029T (laminate and veneer)
Dimensions available	24"D x 30"W	
Dimensions as shown	24"D x 30"W	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.

Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Metal: Fieldstone 7238	Laminate: Seagull 2883
	Veneer: Clear Cherry 3402	

UNIT PRICES	Contact GSA Contracting for unit price
-------------	--

Exhibit G  
(b) (7) Space and Design Guide

Lessor: <sup>DS</sup>  Government: <sup>DS</sup> 

<sup>DS</sup>  


Storage Options

MBF

Description

Product Description	Mobile Box/File Pedestal with master lock	
Product Name	Universal (metal) and Elective Elements (laminate and veneer)	
Manufacturer	Steelcase	
Model Number	RPM2421CF (metal)	E6PM201523 (laminate and veneer)
Dimensions available	22"D x 15"W x 21"H	
Dimensions as shown	22"D x 15"W x 21"H	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.

Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Metal: Fieldstone 7238	Laminate: Seagull 2883
	Veneer: Clear Cherry 3402	Cushion Top: Cayenne 5632

UNIT PRICES	Contact GSA Contracting for unit price
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Exhibit G  
(b) (7) Space and Design Guide

Lessor: <sup>DS</sup>  Government: <sup>DS</sup> 

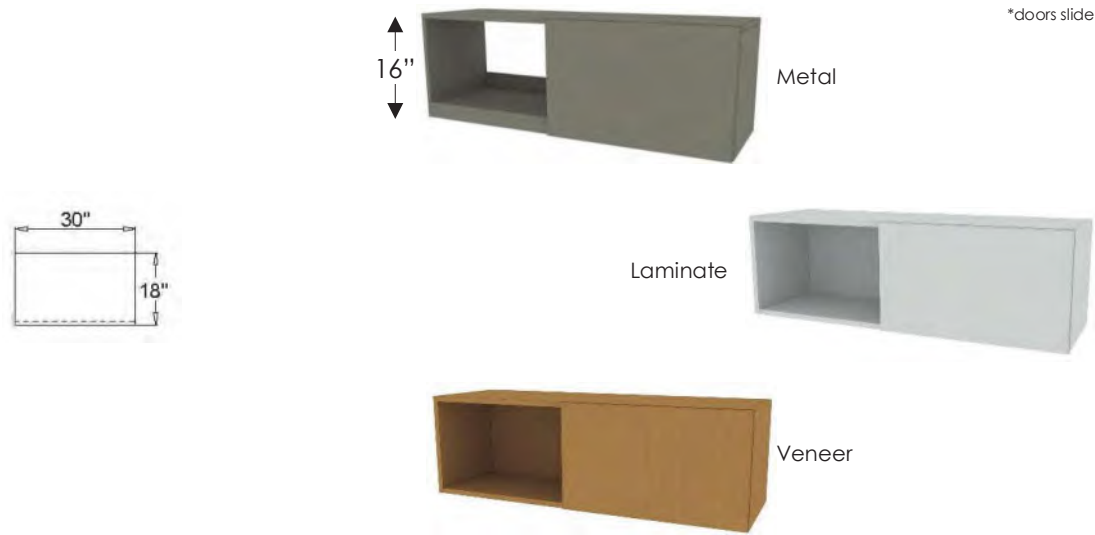
<sup>DS</sup>  


Storage Options

OH-1, OH-2, OH-3, OH-4, OH-5 and OH-6

Description

Product Description	Overhead Storage with sliding door — 16"H (available in various widths)	
Product Name	Universal and Elective Elements	
Manufacturer	Steelcase	
Model Number	Multiple model numbers	
Dimensions available	OH-1 = 30"W	OH-4 = 48"W
	OH-2 = 36"W	OH-5 = 60"W
	OH-3 = 42"W	OH-6 = 66"W
Dimensions as shown	48"W x 16"H(OH-4)	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.

Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Metal: Fieldstone 7238	Laminate: Seagull 2883
	Veneer: Clear Cherry 3402	

UNIT PRICES	Contact GSA Contracting for unit price OH-1 (30"W); OH-2 (36"W); OH-2 (42"W); OH-4 (48"W) OH-5 (60"W); OH-6 (66"W)
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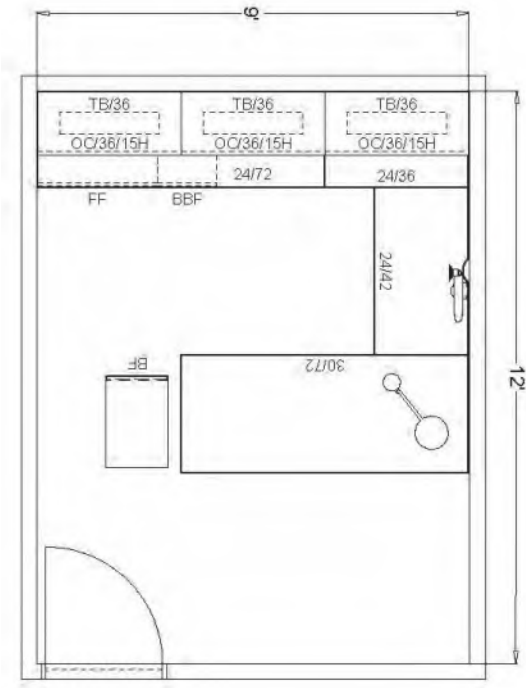
Lesser:                      Government: JS

Private Offices

PO-4A (with FIT Options)

Description

Product Description	Private Office — 9' x 12' (available in laminate or veneer)
Product Name	Universal worksurfaces, and Elective Elements storage and tackboard
Manufacturer	Steelcase
Model Number	Multiple model numbers
Dimensions available	9' x 12'
Dimensions as shown	9' x 12'
Standard Lead Times	6 to 8 weeks



Floor Plan

1/4" scale = 1 ft.



Rendering

(FIT OPTIONS: BBF, LF-1, MA-1, MBF, TL-3, TL-4)

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Veneer: Natural Walnut 3312	Paint: Fieldstone 7538
	Tackboard Fabric: Hummus 5F71	Cushion Fabric: Travertine 5S91

UNIT PRICE (includes FIT Options)	Contact GSA Contracting for unit price
--------------------------------------	--

Exhibit G  
Space and Design Guide

Lessor: DS Government: JS

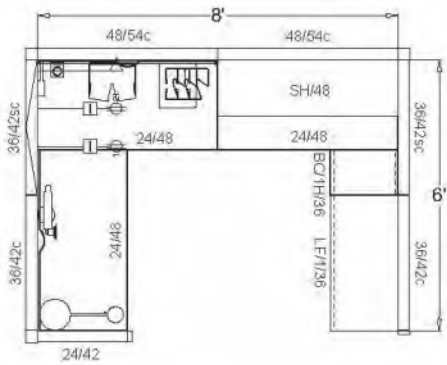
DS  
MV

Workstations

WK-3 (with FIT Options)

Description

Product Description	Workstation — 6' x 8'
Product Name	Answer panels and Universal worksurfaces
Manufacturer	Steelcase
Model Number	Multiple model numbers
Dimensions available	6' x 8'
Dimensions as shown	6' x 8'
Standard Lead Times	6 to 8 weeks



Floor Plan

1/4" scale = 1 ft.



Rendering

(FIT OPTIONS: LT-4, MA-1, SC-2, SH-2, TL-4, TR-5)

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Panel Fabric: Blizzard 5F97	Paint: Fog 7236
	Laminate: Natural Walnut 2714	Cushion Fabric: Moon 5F67

UNIT PRICE	Contact GSA Contracting for unit price
------------	--

Exhibit G

(b) (7) Space and Design Guide

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Storage Options

WT-6

Description

Product Description	Wardrobe/Tower with master lock — 24"D x 24"W x 54"H (available in metal, laminate & veneer)	
Product Name	Universal and Elective Elements	
Manufacturer	Steelcase	
Model Number	RFF24244LTF (metal)	E6KW181255L (laminate & veneer)
Dimensions available	24"W x 24"D x 54"H	
Dimensions as shown	24"W x 24"D x 54"H	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.

Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section		
Finishes as shown	Metal: Fieldstone 7238	Laminate: Seagull 2883
	Veneer: Clear Cherry 3402	

UNIT PRICES	Contact GSA Contracting for unit price
-------------	--

Lessor:  Government: 

# RHINO<sup>TM</sup> PLUS ROUND STOOL

10  
year  
THREE-SHIFT  
WARRANTY



Work in a laboratory or healthcare environment is challenging. The Rhino<sup>TM</sup> Plus Round Stool, with its patented RhinoPlus upholstery, provides cushioned comfort while resisting punctures, tears, and virtually all spills. RhinoPlus Round Stool is the premier exam stool on the market.

## SPECIFICATIONS:

### FEATURES:

- Tough, dependable, trouble-free seating anywhere you need it
- Texture provides a non-slip surface
- Our patented\* RhinoPlus combination of urethane and foam provides a comfortable seat; resists punctures, tears, and virtually all spills; and cleans easily
- No chair back to get in the way in tight workspaces
- Hand or foot-activated height adjustment, accessible from any direction
- High performance sure-lock footring with 20" diameter (on hand-activated stool heights)
- Supports up to 350 lbs.
- 10-Year, Three-Shift Warranty

### CONSTRUCTION:

- 16-gauge steel seat pan
- 23" fiberglass-reinforced nylon base (hand-activated); 23" die-cast aluminum base (foot-activated)
- High resiliency flame-retardant 2.5" thick seat foam with a density of 2.4 lbs. per cubic foot

- Rhino urethane properties: tear strength of 17.7 kgF, puncture resistance of 9.9 kgF, stretch of 660%, abrasion resistance of 25,000, and a Ross Flex rating of 150,000 flexes
- Class 4 pneumatic cylinder
- Heat-bonded powder coat finish

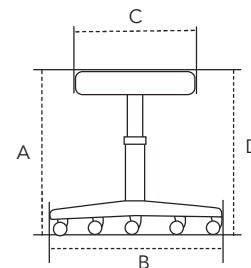
### OPTIONS:

- Casters – universal dual wheel is standard. A variety of other casters are also available.
- Rounded footring is standard. Flat surface is also available. Footrings are only available on hand-activated, mid and high-height stools.
- Painted or polished aluminum base
- Desk, mid, **high**, and extended range heights
- Class 100 Cleanroom option

\*U.S. Patent No. 6528002

### DIMENSIONS:

MODEL#	MAXIMUM OVERALL DIMENSIONS		SEAT DIMENSIONS C	SEAT HEIGHT FROM FLOOR WHEN SEATED D	WEIGHT LBS.
	A	B			
RSOD1	20.50	24.50	16.00	15.50 - 20.75	23
RSOM1	27.75	24.50	16.00	20.25 - 27.75	25
RSOH1	32.75	24.50	16.00	22.75 - 32.75	26
RSOF1	23.00	24.50	16.00	17.25 - 22.25	23
RSOG1	29.50	24.50	16.00	21.25 - 28.50	25



Dimensions listed in inches.

### Exhibit G




(b) (7) Space and Design Guide

Lessor: DS Government: JS

DS  
MV  
fax order 1.800.607.2821 www.cramerinc.com

# RHINO™ PLUS ROUND STOOL

## GSA NET PRICING:

Chair Style	Activation Type	Adjustment Mechanism	Model Number	list price (choose from 292 Night, 225 Wood or 207 Lake)
 desk-height	hand	1 Way	RSOD1	\$193.73
	foot	1 Way	RSOF1	\$285.95
 mid-height	hand	1 Way	RSOM1	\$230.11
	foot	1 Way	RSOG1	\$295.68
 high-height	hand	1 Way	RSOH1	\$235.61

1 Way Adjustment - Seat Height

## OPTIONS:

ORDER  
CODELIST  
PRICEORDER  
CODELIST  
PRICE

### CASTERS

#### universal dual wheel.....standard\*

1. carpeted floor only.....n/c
3. non-rolling glide.....n/c
10. hard surface single wheel with 3" diameter .....\$27.92

### FOOTRINGS

#### high performance rounded footring .....standard\*

- x. high performance flat surface footring.....\$16.07
- c. fixed footring (desk height only) .....\$20.30

### ENVIRONMENTS

- p. cleanroom .....\$27.50

### EXTRAS

- d. painted aluminum base  
(standard on foot-activated models) .....\$22.42
- e. polished aluminum base.....\$32.99
- m. extended range cylinder (approx. 19"-29")\*\*  
(cylinder upcharge added to high-height price).....\$5.08



\*Standard casters and footrings included unless different options are requested.

\*\*Footrings and extended range cylinders are available on hand activated models only.

**Exhibit C** **HOW TO ORDER:**  
**(b) (7) Space and Design Guide**

Lessor:

Government:

DS MODEL NUMBER	DS TEXTILE CODE*	AVAILABLE OPTIONS CODE				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Refer to Cramer Textile Offering for code. (COM priced at Grade 3)						

## SPECIFICATIONS

## ROX Lounge Series

Designed by Burkhard Vogtherr

## FEATURES

Backs**Fully Upholstered** – Steel frame with padded foam interior**Webbing** – Powder coated steel frame covered with resilient stretch webbing constructed of woven polyester and Dupont LYCRA® Spandex – see page 3 for colors offered.Frame

Rectangular tubular steel fastened together with welded joints

Base

Frame is available in chrome and standard powder coat finishes

Glides

1/8" thick stiff felt pads are used at the bottom of the frame.

Interior FrameSeat is constructed of plywood and webbing for support and comfort.  
Frame is covered with multi-density foam.Webbing Upholstery

Back – Features resilient stretch webbing constructed of woven polyester and Dupont LYCRA® Spandex – see below for colors offered

## OPTIONS

Arm Cap

Upholstered arm cap is available

Metal Finishes

Chrome (-CH)

Powder coat Finishes – Black (-BL), Silver (-SI), Matte Black (-MB), Matte Silver (-MS),  
Matte White (-MW)Matching webbing powder coats – Coco (-CC), Crimson (-CM), Grey (-GE),  
Honeycomb (-HM), Khaki (-KH), Oat (-OT), Platinum (-PU), Sapphire (-SH)Two-Tone Webbing

Two different webbing colors may be used together

Specify color for vertical application and horizontal application – no upcharge

Upholstery

Davis Fabric and Leather Program or COM/COL

All graded in fabrics and COM/COL must be approved by the Davis factory.

Webbing Colors

	Corresponding leather –
WB-Black	HE-5000 Black
WB-Coco	HE-5006 Coco
WB-Crimson	
WB-Grey	HE-5002 Grey
WB-Honeycomb	
WB-Khaki	HE-5008 Khaki
WB-Oat	HE-5007 Oat
WB-Platinum	HE-5009 Platinum
WB-Sapphire	



Rocker Base / Webbing Back



Stationary Base / Upholstered Back

Exhibit C

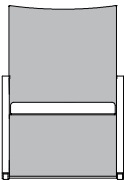
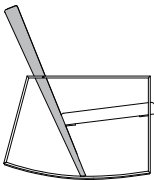
(b) (7) Space and Design Guide

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Example: item number RX-1000 + finish suffix -CH = RX-1000-CH (711-16)

ROX Lounge Series

Item	Description	Dimensions	inches			centimeters		
			w	d	h	w	d	h
RX-1000 <small>(711-16)</small>	ROCKING BASE Fully Upholstered	Outside	24 3⁄8	29 7⁄8	32 1⁄4	61.9	75.9	81.9
		Inside	21 1⁄8	23	19 3⁄4	53.7	58.4	50.2
		Arm			20 1⁄2			52.1
		Seat			15 3⁄8			39.1
		Yardage (54")			2 yds. / 36 sq. ft.			
		Shipping Weight approx			37 lbs.			

OPTION	COL	-	-	-	D	-	-	G	-	-	J	-	-
Rox-AC Arm Covers	66	77	88	99	110	121	132	143	154	165	176	187	198

GSA Net Price														
		COM/COL Grades												
Finish		A	B	C	D	E	F	G	H	I	J	K	L	
-CH	Chrome	938	966	994	1022	1050	1078	1106	1134	1162	1190	1218	1246	1274
-BL	Black	769	797	825	853	881	909	937	965	993	1021	1049	1077	1105
-CC	Coco													
-CM	Crimson													
-GE	Grey													
-HM	Honeycomb													
-KH	Khaki													
-MB	Matte Black													
-MS	Matte Silver													
-MW	Matte White													
-OT	Oat													
-PU	Platinum													
-SH	Sapphire													
-SI	Silver													

		ROCKING BASE		Outside	24 3⁄8	29 7⁄8	32	61.9	75.9	81.3
		Webb Back		Inside	21 1⁄8	23	19 1⁄2	53.7	58.4	49.5
				Arm			20 1⁄2			52.1
				Seat			15 3⁄8			39.1
				Yardage (54")			3⁄4 yds. / 13 1⁄2 sq. ft.			
				Shipping Weight approx				37 lbs,		

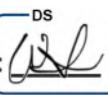
OPTION	COL	-	-	-	D	-	-	G	-	-	J	-	-
Rox-AC Arm Covers	66	77	88	99	110	121	132	143	154	165	176	187	198

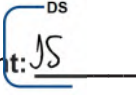
GSA Net Price														
		COM/COL Grades												
Finish		A	B	C	D	E	F	G	H	I	J	K	L	
-CH	Chrome	856	867	878	889	900	911	922	933	944	955	966	977	988
-BL	Black	687	698	709	720	731	742	753	764	775	786	797	808	819
-CC	Coco													
-CM	Crimson													
-GE	Grey													
-HM	Honeycomb													
-KH	Khaki													
-MB	Matte Black													
-MS	Matte Silver													
-MW	Matte White													
-OT	Oat													
-PU	Platinum													
-SH	Sapphire													
-SI	Silver													


Exhibit C

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Space and Design Guide

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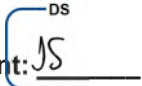

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Exhibit C  
(b) (7) Space and Design Guide

Lessor:  Government:   


TR-8

Mesh Training Seating - Armless w/o Casters

Product Code	TR-8
Product Line	Focus Side
Manufacturer	SitOnIt Seating
Model Number	N/A
Product Description	Mesh training seating armless, no casters; waterfall seat
Lead Times	4 - 6 Weeks
Unit Price	\$123.69



Features

Compatible with Stacking Chair Dolly (DL) shown on page 17	
Finishes:	See SitOnIt Textiles tab; Available in up to grade 2 fabrics and vinyl
Select:	Black or silver frames; Mesh back in 3 available colors (pg. 45)
Warranty:	Lifetime <u>Warranty</u> Government: <u>JS</u>
(b) (7) Space and Design Guide	
Weight Capacity:	300 lbs

DS  
MV

TK-2

Highback Task Chair

Product Code	TK-2
Product Line	Focus Work Highback
Manufacturer	SitOnIt Seating
Model Number	N/A
Product Description	Highback mesh, w/ fully adjustable arms, lumbar support and waterfall seat
Lead Times	4 - 6 Weeks
Unit Price	\$318.68



Features

Ergonomic back support and comfort; High performance mesh highback	
Finishes:	See SitOnIt Textiles tab; Available in up to grade 2 fabrics and vinyl
Select:	Black or silver accents on back frame; Mesh in 3 available colors (pg. 45)
Warranty:	Lifetime <u>Warranty</u> Government: <u>JS</u>
Weight Capacity:	300 lbs

Exhibit C

(b) (7) Space and Design Guide

DS  
MV

# Focus | on collection



Focus Executive



Focus Work - Highback



Focus Work - Midback



Focus Work Task Stool - Highback



Focus Work Task Stool - Midback



Focus Side Café Stool



Focus Side Upholstered



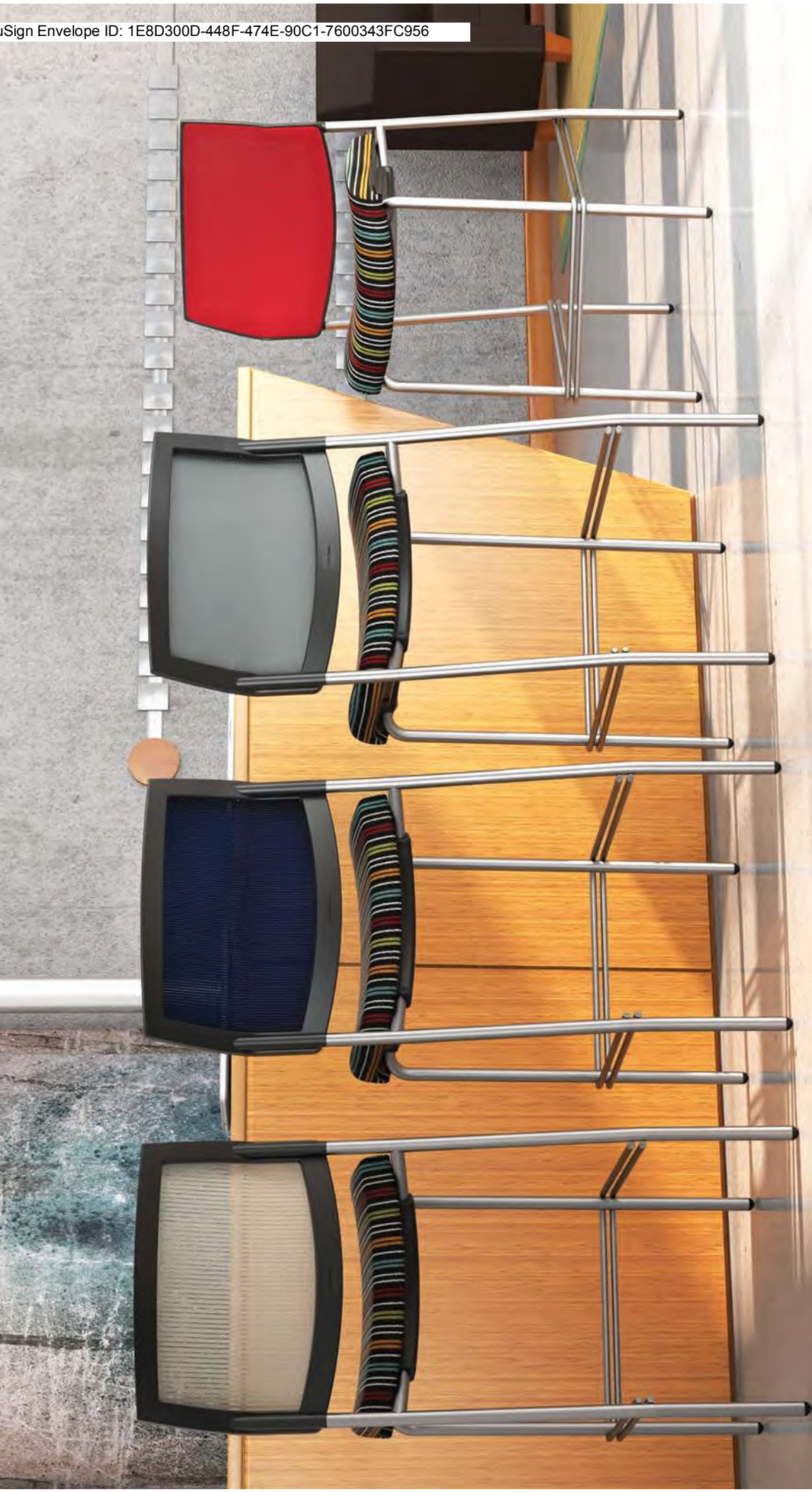
Focus Side Wood Back



Focus Sport

Focus Sport is available in midback and highback task chair and stool.

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DS  
Government:  
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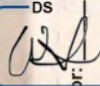
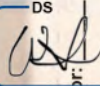
Besides the standard Focus mesh colors (black, slate and sand) the Focus Side and café stool are available in the same vibrant mesh colors as Amplify, making them the perfect complement to the Amplify task chair.

**Exhibit C**  
**Space and Design Guide**

Seat: DesignTex Sarong Black Lotus  
Left to right: Focus sand mesh, Amplify mesh (navy, fog, fire), silver frame, armless, glides

## Focus Side Café Stools

With two distinctive profiles to choose from, Focus Side stools are a versatile, elegant solution for any range of high-seating needs. For a convenient pull-up option, choose the four-legged café stool—available with or without arms. For a more functional swivel option, select the task stool with a full range of adjustability options.

DS  
Lesser:  Government: 

DS  
mv

Focus | on options

NEW! Freeway Mesh\*



NEW! Impress Mesh\*



\*Striped mesh available for Focus Work and Focus Sport task chairs and stools only.

Standard mesh back colors for Focus Executive, Focus Work and Focus Side



Sand



Slate



Black

Additional mesh back colors for Focus Side from the Amplify collection



Onyx



Navy



Nickel



Fog



Desert

Exhibit G  
Space and Design Guide

Provide with Mesh Backing in Color:  
Apple with black Seat



Mesh Back



Plastic Back



Upholstered Pad Back



Midback



Highback



Executive Highback



Brushed Aluminum Base



Black Base



Polished Aluminum Base

Lessor Government: DS

Signature of Lessor

Signature of Government

Focus | on options

Focus Sport



Fixed Arm



Height Adjustable Arm



Height/Width Adjustable Arm



Height Adjustable Sport Arm



Height/Width Adjustable Sport Arm



Fully Adjustable Arm



Fully Multi-Adjustable Arm (10-way)



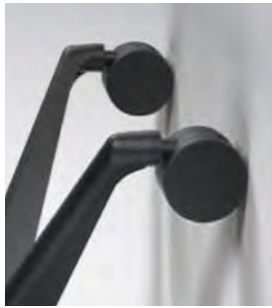
Headrest



Fully Adjustable Sport Arm



Fully Multi-Adjustable Sport Arm (10-way)

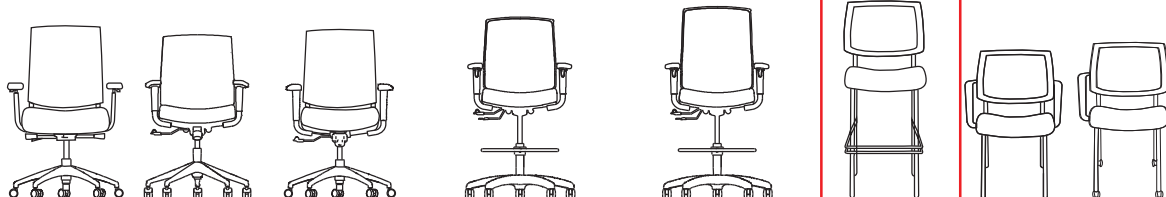


Standard Casters



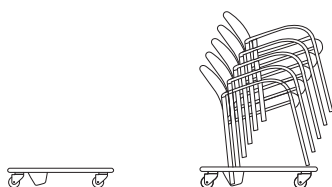
Sport Casters

# Specifications



MODEL	5624 B1 EXECUTIVE	5622 WORK/SPORT MIDBACK	5623 WORK/SPORT HIGHBACK	5622 WORK/SPORT MIDBACK TASK STOOL	5623 WORK/SPORT HIGHBACK TASK STOOL	5651 S2/5652 S2 CAFÉ STOOL	5651/5652 SIDE CHAIR	5641/5642 SIDE CHAIR W/CASTERS
Overall Width Armless	20	20	20	20.5	20	20.5	20.5	20.5
Overall Width with Arms	27	27.3	27.5	27.3	27.5	24.5	24.5	24.5
Overall Depth	28.25	25	26	25	26	26	26	26
Overall Height	39.5	35 (B3/B8) 0.5	39 (B3/B8) 0.5	(S1) 41.6 (S2) 46	(S1) 45 (S2) 50	46.5	34	34
Seat Width	19	19	19	19	19	18	18	18
Seat Depth	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5
Seat Height	17.5-21.5	(T) 17.5-21.5 (K) 17.5-20 (Y) 16.75-20.75 (B3/B8) 0.5	(T) 17.5-21.5 (K) 17.5-20.5 (Y) 16.75-20.75 (B3/B8) 0.5	(S1) 21-29 (S2) 24-34	(S1) 21-29 (S2) 24-34	31	18	18
Back Width	18.25	18.25	18.3	18.25	18.3	20.5	20.5	20.5
Back Height	23.5	20	23.5	20	23.5	18	18	18
Weight Armless	37.5 lbs.	35.5 lbs.	(mesh) 36.5 lbs. (plastic) 36.5 lbs.	(S1) 39.5 lbs. (S2) 40.5 lbs.	(S1) 40.5 lbs. (S2) 41.5 lbs.	30 lbs.	21 lbs.	21 lbs.
Weight with Arms	44.5 lbs.	41.5 lbs.	(mesh) 42.5 lbs. (plastic) 42.5 lbs.	(S1) 45.5 lbs. (S2) 46.5 lbs.	(S1) 46.5 lbs. (S2) 47.5 lbs.	38 lbs.	24 lbs.	24 lbs.
COM	1.1 yds.	1.1 yds.	(mesh) 1.1 yds. (plastic) 1.1 yds.	(mesh) 1.1 yds. (plastic) 1.1 yds.	(mesh) 1.1 yds. (plastic) 1.1 yds.	1.1 yds.	1.1 yds.	1.1 yds.
COL	20 sq. ft.	20 sq. ft.	(mesh) 20 sq. ft. (plastic) 20 sq. ft.	(mesh) 20 sq. ft. (plastic) 20 sq. ft.	(mesh) 20 sq. ft. (plastic) 20 sq. ft.	19 sq. ft.	19 sq. ft.	19 sq. ft.
Weight Capacity	300 lbs.	300 lbs. (Y) 350 lbs.	300 lbs. (Y) 350 lbs.	300 lbs.	300 lbs.	300 lbs.	300 lbs.	300 lbs.

Dimensions are in inches.



MODEL	56-Cart STACKING CART	CART WITH 5 CHAIRS
Overall Width	24	24
Overall Width Armless		24.5
Overall Width with Arms		24.5
Overall Depth	31	38
Overall Height	9.5	55.75
Weight	50 lbs.	

Dimensions are in inches.

COVER: Maharam Rove Pomelo (seat), Impress mesh, adjustable Sport arms, brushed aluminum base, Sport casters

The images used within this website or document represent the logical use of the product(s) offered. The textiles, frame colors, accessories and options depicted are subject to change without notice. Refer to the current Price Guide or contact your account manager for the most up-to-date product information and specifications.

Exhibit C

Lessors

Government

(b) (7) Space and Design Guide

SitOnIt • Seating®

For more information please visit us at [sitonit.net](http://sitonit.net)  
tel (888) 274-8664 • fax (714) 995-4855 • [sales@sitonit.net](mailto:sales@sitonit.net)  
6415 Katella Avenue, Cypress, CA 90630

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# Focus | on collection



Focus Executive



Focus Work - Highback



Focus Work - Midback



Focus Work Task Stool - Highback



Focus Work Task Stool - Midback



Focus Side Café Stool



Focus Side Upholstered



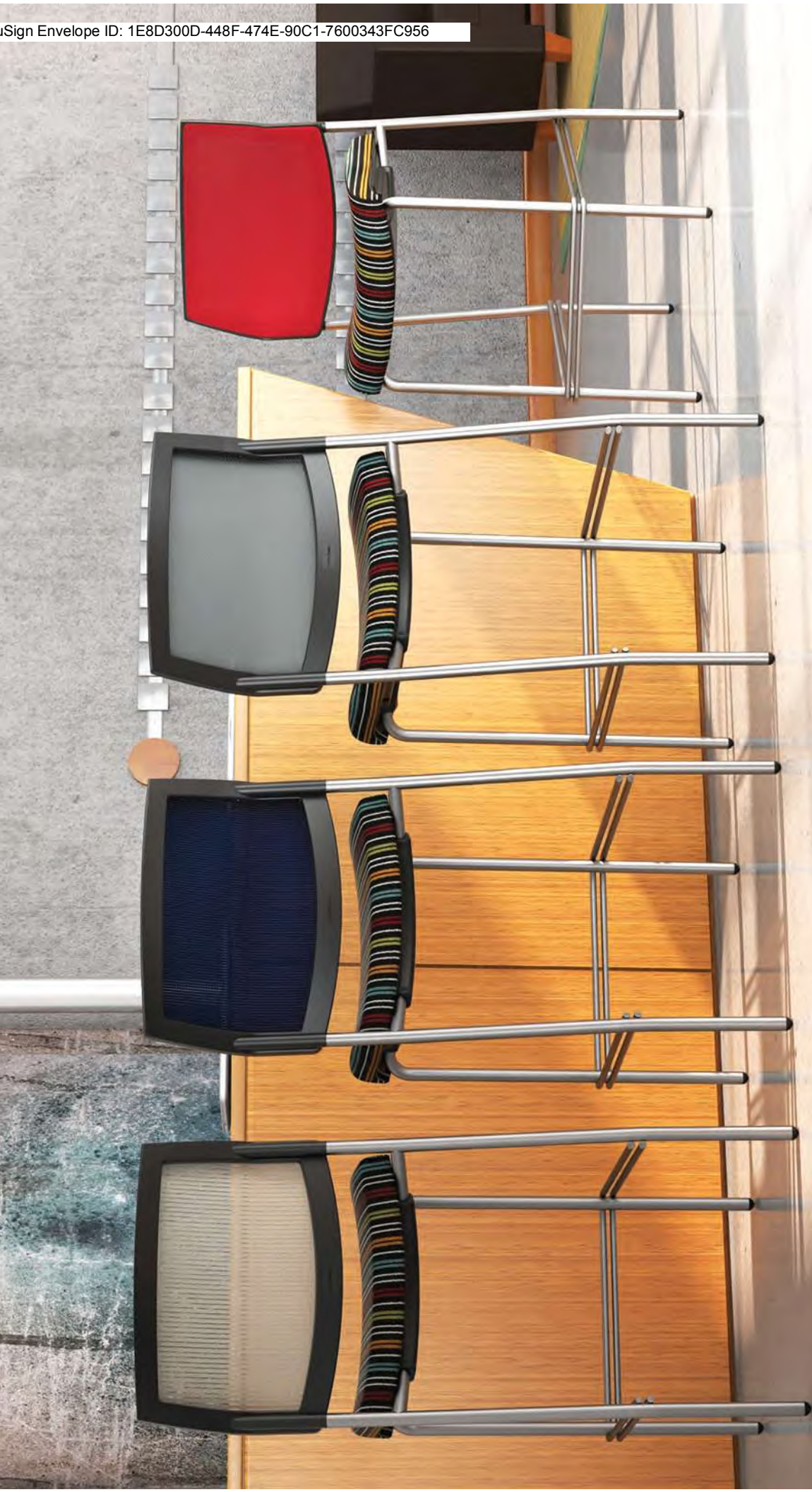
Focus Side Wood Back



Focus Sport

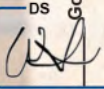
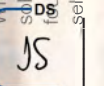
Focus Sport is available in midback and highback task chair and stool.

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DS  
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DS



# Focus Side Café Stools

With two distinctive profiles to choose from, Focus Side stools are a versatile, elegant solution for any range of high-seating needs. For a convenient pull-up option, choose the four-legged café stool—available with or without arms. For a more functional swivel option, select the task stool with a full range of adjustability options.

**Lessor:**  **Government:** 



Besides the standard Focus mesh colors (black, slate and sand) the Focus Side and café stool are available in the same vibrant mesh colors as Amplify, making them the perfect complement to the Amplify task chair.



Seat: DesignTex Sarong Black Lotus  
Left to right: Focus sand mesh, Amplify mesh (navy, fog, fire), silver frame, armless, glides

# Focus | on options

NEW! Freeway Mesh\*



NEW! Impress Mesh\*

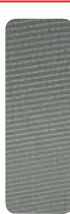


\*Striped mesh available for Focus Work and Focus Sport task chairs and stools only.

Standard mesh back colors for Focus Executive, Focus Work and Focus Side



Sand



Slate



Black

Additional mesh back colors for Focus Side from the Amplify collection



Onyx



Navy



Nickel



Fog



Desert



Mesh Back



Plastic Back



Upholstered Pad Back



Midback



Highback



Executive Highback



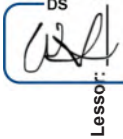
Brushed Aluminum Base



Black Base



Polished Aluminum Base

DS  
Lessor: 

Government:

DS  
MV

Exhibit G  
Space and Design Guide

Focus | on options

Focus Sport



Fixed Arm



Height Adjustable Arm



Height/Width Adjustable Arm



Fully Adjustable Arm



Fully Multi-Adjustable Arm (10-way)



Headrest



Height Adjustable Sport Arm



Height/Width Adjustable Sport Arm



Fully Adjustable Sport Arm



Fully Multi-Adjustable Sport Arm (10-way)



Standard Casters



Sport Casters

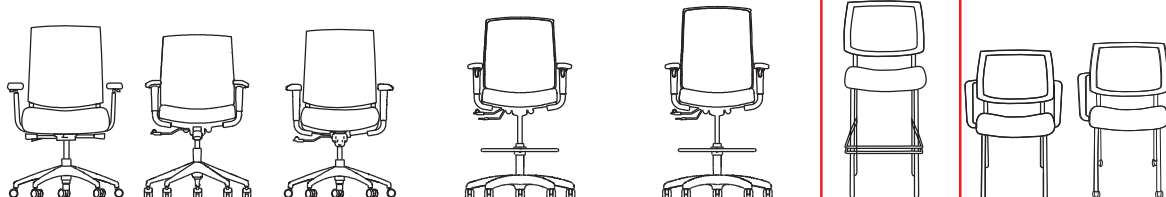
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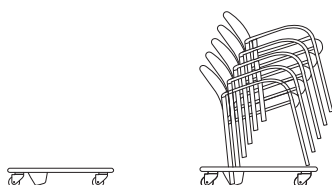
DS  
JS

# Specifications



MODEL	5624 B1 EXECUTIVE	5622 WORK/SPORT MIDBACK	5623 WORK/SPORT HIGHBACK	5622 WORK/SPORT MIDBACK TASK STOOL	5623 WORK/SPORT HIGHBACK TASK STOOL	5651 S2/5652 S2 CAFÉ STOOL	5651/5652 SIDE CHAIR	5641/5642 SIDE CHAIR W/CASTERS
Overall Width Armless	20	20	20	20.5	20	20.5	20.5	20.5
Overall Width with Arms	27	27.3	27.5	27.3	27.5	24.5	24.5	24.5
Overall Depth	28.25	25	26	25	26	26	26	26
Overall Height	39.5	35 (B3/B8) 0.5	39 (B3/B8) 0.5	(S1) 41.6 (S2) 46	(S1) 45 (S2) 50	46.5	34	34
Seat Width	19	19	19	19	19	18	18	18
Seat Depth	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5
Seat Height	17.5-21.5	(T) 17.5-21.5 (K) 17.5-20 (Y) 16.75-20.75 (B3/B8) 0.5	(T) 17.5-21.5 (K) 17.5-20.5 (Y) 16.75-20.75 (B3/B8) 0.5	(S1) 21-29 (S2) 24-34	(S1) 21-29 (S2) 24-34	31	18	18
Back Width	18.25	18.25	18.3	18.25	18.3	20.5	20.5	20.5
Back Height	23.5	20	23.5	20	23.5	18	18	18
Weight Armless	37.5 lbs.	35.5 lbs.	(mesh) 36.5 lbs. (plastic) 36.5 lbs.	(S1) 39.5 lbs. (S2) 40.5 lbs.	(S1) 40.5 lbs. (S2) 41.5 lbs.	30 lbs.	21 lbs.	21 lbs.
Weight with Arms	44.5 lbs.	41.5 lbs.	(mesh) 42.5 lbs. (plastic) 42.5 lbs.	(S1) 45.5 lbs. (S2) 46.5 lbs.	(S1) 46.5 lbs. (S2) 47.5 lbs.	38 lbs.	24 lbs.	24 lbs.
COM	1.1 yds.	1.1 yds.	(mesh) 1.1 yds. (plastic) 1.1 yds.	(mesh) 1.1 yds. (plastic) 1.1 yds.	(mesh) 1.1 yds. (plastic) 1.1 yds.	1.1 yds.	1.1 yds.	1.1 yds.
COL	20 sq. ft.	20 sq. ft.	(mesh) 20 sq. ft. (plastic) 20 sq. ft.	(mesh) 20 sq. ft. (plastic) 20 sq. ft.	(mesh) 20 sq. ft. (plastic) 20 sq. ft.	19 sq. ft.	19 sq. ft.	19 sq. ft.
Weight Capacity	300 lbs.	300 lbs. (Y) 350 lbs.	300 lbs. (Y) 350 lbs.	300 lbs.	300 lbs.	300 lbs.	300 lbs.	300 lbs.

Dimensions are in inches.



MODEL	56-Cart STACKING CART	CART WITH 5 CHAIRS
Overall Width	24	24
Overall Width Armless		24.5
Overall Width with Arms		24.5
Overall Depth	31	38
Overall Height	9.5	55.75
Weight	50 lbs.	

Dimensions are in inches.

COVER: Maharam Rove Pomelo (seat), Impress mesh, adjustable Sport arms, brushed aluminum base, Sport casters

The images used within this website or document represent the logical use of the product(s) offered. The textiles, frame colors, accessories and options depicted are subject to change without notice. Refer to the current Price Guide or contact your account manager for the most up-to-date product information and specifications.

Exhibit C

Lesson 1

Government



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For more information please visit us at [sitonit.net](http://sitonit.net)  
tel (888) 274-8664 • fax (714) 995-4655 • [sales@sitonit.net](mailto:sales@sitonit.net)  
6415 Katella Avenue, Cypress, CA 90630

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TR-6

Mesh Training Seating w/Arms, no Casters

Product Code	TR-6
Product Line	Focus Side
Manufacturer Model	SitOnIt Seating
Number Product	N/A
Description	Mesh training seating with arms, no casters; waterfall seat
Lead Times	4 - 6 Weeks
Unit Price	\$144.60



Features

Compatible with Stacking Chair Dolly (DL) shown on page 17	
Finishes:	See SitOnIt Textiles tab; Available in up to grade 2 fabrics and vinyl
Select:	Black or silver frames; Mesh back in 3 available colors (pg. 45)
Weight Capacity:	Lifetime <u>300 lbs</u> Government: <u>JS</u>
(b) (7) Space and Design Guide	
Weight Capacity:	300 lbs

DS  
MV

TR-7

Mesh Training Seating - Armless w/Casters

Product Code	TR-7
Product Line	Focus Side
Manufacturer	SitOnIt Seating
Model Number	N/A
Product Description	Mesh training seating armless, with casters and waterfall seat
Lead Times	4 - 6 Weeks
Unit Price	\$138.11



Features

Finishes:	See SitOnIt Textiles tab; Available in up to grade 2 fabrics and vinyl		
Select:	Black or silver frames; Mesh back in 3 available colors (pg. 45)		
Weight Capacity:	Lifetime	Government:	JS
Weight Capacity: 300 lbs			

6/7 Space and Design Guide

DS  
MV

OT-1 / OT-2

Lounge Ottoman

Product Code	OT-1 / OT-2
Product Line	Composium
Manufacturer	Ideon
Model Number	N/A
Product Description	Round (OT-1) or Square (OT-2) w/brushed aluminum tapered feet
Lead Times	5 - 7 Weeks
Unit Price	\$358.17 (OT-1) or \$274.97 (OT-2)



18" Round (OT-1) also available

Features

18" diameter round or 18" x18 square ottoman with brushed aluminum tapered feet	
Finishes:	See Ideon Textiles tab; Available in up to grade B fabrics
Select:	-
Warranty:	10-Year Warrant
Government:	JS
Space and Design Guide	
in Capacity:	

Excluded:

(b) (7)

DS  
MV

DS  
JS

DS  
MV

LG-1

Tablet Arm Lounge Chair

Product Code	LG-1
Product Line	Visit w/Tablet Arm
Manufacturer	Ideon
Model Number	N/A
Product Description	Tablet arm chair w/ right- or left-positioned tablets
Lead Times	5 - 7 Weeks
Unit Price	\$618.59



Features

Fully upholstered tablet arm chair with silver locking caster front and back	
Finishes:	See Ideon Textiles tab; Available in up to grade B fabrics
Select:	L or R tablet available in 4 wood finishes (pg. 46)
Warranty:	10-Year Warranty
Weight Capacity:	-

Excluded:

(b) (7) Space and Design Guide

Lesson 12

Government: JS

DS

MV

LG-2

Lounge Chair

Product Code	LG-2
Product Line	Composium
Manufacturer	Ideon
Model Number	N/A
Product Description	Lounge chair with brush aluminum tapered feet
Lead Times	5 - 7 Weeks
Unit Price	\$616.93



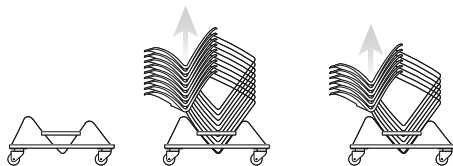
Features

Fully upholstered chair with brush aluminum tapered feet	
Finishes:	See Ideon Textiles tab; Available in up to grade B fabrics
Select:	-
Exhibit C Exhibit D (b) (7) Space and Design Guide	10-Year Warranty
Weight Capacity:	-

DS  
Wesley  
Government: JS  
DS  
MV

# Features

- Task chair, side chair and stool
- Fully upholstered, upholstered seat or plastic
- 1,000's of textiles or 17 plastic colors
- Black or chrome frame
- Stacks 8 on the floor, 20-25 on the optional cart
- Built-in pull handle
- Tablet arm and bookrack option
- Wall-saver frame design
- 250 lb. weight capacity
- Lifetime Warranty
- All options and 1000's of textiles ship in 2, 5 or 10 days



MODEL	STACKING CART	CART WITH 25 CHAIRS (plastic only)	CART WITH 20 CHAIRS (upholstered only)
Overall Width	26		
Overall Width Armless		26	26
Overall Width with Arms		26	26
Overall Depth	31	39	39
Overall Height	16	75 (armless) 65 (arms)	60 (12 armless) 55 (10 arms)
Weight	39.25 lbs.		

Dimensions are in inches.

# Options

SEAT	BACK	ARMS	BASE	FRAME COLOR
• Plastic • Upholstered	• Plastic • Upholstered	• Arm • Armless	• Glides • Casters	• Black • Chrome

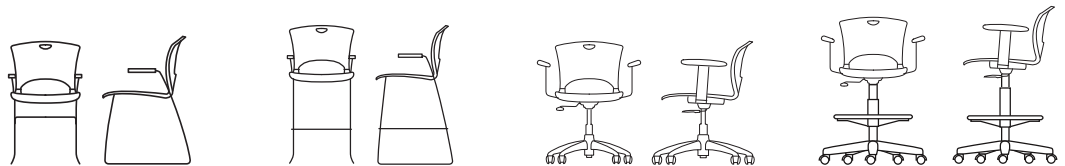
## SHELL COLORS

Frost	Pebble	Bisque	Sterling
Honeycomb	Carotene	Sage	Lagoon
Red	Salsa	Navy	Blue
Slate	Plum	Burgundy	Chocolate
Black			

## OTHER OPTIONS

- Ganging Brackets
- Swivel Tilt (task only)
- Book Rack
- Stacking Cart
- Tablet

# Specifications



MODEL	90 SIDE CHAIR	90 S2 CAFÉ STOOL	90T TASK CHAIR	90T S1/90T S2 TASK STOOL
Overall Width Armless	20	20	26	26
Overall Width with Arms	24.5	24.5	26.5	26
Overall Depth	22.5	23	26	26
Overall Height	31	43.5	34	37.5 (S1)/41.5 (S2)
Seat Width	18	18	18	18
Seat Depth	17.5	17.5	17.5	17.5
Seat Height	17.5	30	16.5 - 20.5	20 - 28 (S1)/24 - 34 (S2)
Back Width	19.5	19.5	19	19
Back Height	15	15	15	15
Weight Armless* (style)	(plastic) 11.4 lbs. (upholstered) 12.4 lbs.	(plastic) 21.2 lbs. (upholstered) 12.4 lbs.	26.2 lbs.	25.5 lbs.
Weight with Arms* (style)	(plastic) 14.2 lbs. (upholstered) 15.2 lbs.	(plastic) 24 lbs. (upholstered) 25 lbs.	32.2 lbs.	29 lbs.
COM	0.8 yds.	0.8 yds.	0.75 yds.	0.75 yds.
Weight Capacity	250 lbs.	250 lbs.	250 lbs.	250 lbs.

Dimensions are in inches. \*For upholstered models add 1/2" to overall depth, 1/2" to seat height, and 3 lbs. to weight.

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Exhibit C

Lesson 1

Government: JS

(b) (7) Space and Design Guide

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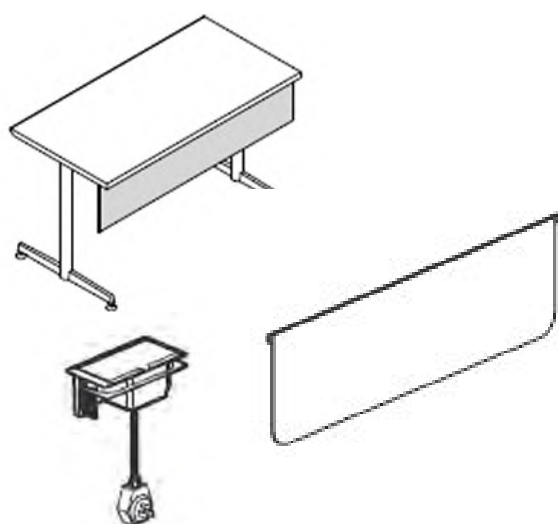
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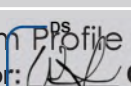

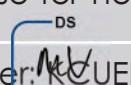


# Training Tables

## Training Tables, Flip top, Nesting

Product Code	TR-1
Product Name	Scenario / Dock
Manufacturer	Kimball Office
Model Number <i>*see optional add-on items below</i>	<b>Laminate &amp; Painted:</b> 77K2460RT30L-P, 75K206028CFFTM; <b>Laminate &amp; Brushed:</b> 77K2460RT30L-P, 75K206028CFFTM-497; <b>Wood &amp; Painted:</b> 77K2460RT30W-F, 75K206028CFFTM; <b>Wood &amp; Brushed:</b> 77K2460RT30W-F, 75K206028CFFTM-497
Product Description	Flip top, Nesting, T-leg base on Casters with Laminate or Wood top
Dimensions	24" x 60" Top, 60" T-leg base, 29" high
Lead Times	5 weeks
Unit Price	\$529.70 (Laminate/Paint) \$529.70 (Laminate/Brushed) \$592.00 (Wood/Painted) \$592.00 (Wood/Brushed)



<b>Finishes:</b>	<b>See Kimball Finish Sheet</b>
Select:	Laminate for laminate top option only
	3mm PVC edge for laminate top option only
	Wood veneer for wood top option only
	Softened Rim Profile for wood top option only
<b>Exhibit G</b>	<b>Lessor:</b>  <b>Government:</b> 
<b>(b) (7) Space and Design Guide</b>	Paint on base for non-brushed options only
<b>Upcharge OPTIONS::</b>	Power Center:  KCUELPDC1: Electrical Channel: 77K6028NTLEC; Modesty Panel: 77K6012MP

**Occasional Table, Round, X-Base, Low Height**

Product Code	OCT-18
Product Name	Occasional Tables
Manufacturer	Enworks
Model Number	<b><u>Laminate &amp; Painted</u></b> : LTPMB18-X ; <b><u>Laminate &amp; Brushed</u></b> : LTPAB18-X , <b><u>Wood &amp; Painted</u></b> : VTPMB18-X; <b><u>Wood &amp; Brushed</u></b> : VTPAB18-X
Product Description	
Dimensions	18" Diameter Top, X-Base, 26" high
Lead Times	6 weeks
Unit Price	\$215.95 (Lam/Paint)      \$287.21 (Lam/Brushed) \$275.96 (Wood/Paint)    \$347.21 (Wood/Brushed)



<b>Finishes:</b>	<b>See Enworks Finish Sheet</b>
Select:	Laminate for laminate top option only
	3mm PVC edge for laminate top option only
	Wood veneer for wood top option only
<b>Exhibit G</b> <b>(b) (7) Space and Design Guide</b>	Wood Rim Profile for Wood top option only Lessor: <u>DS</u> Government: <u>DS</u>
	Paint on base for non-brushed options only
Preselected:	Brushed option is Chrome <u>DS</u> <u>MV</u>

TR-3  
Phone Room Table

Worksurfaces

Statement of Line

IMPORTANT: All dimensions shown below are nominal and have been rounded to the nearest inch. Refer the appropriate pricing pages for actual dimensions.



Rectangular

- = Rim on 4 sides
- = Wire manager on back side; rim on front and sides
- See pages 90–92 to specify.



Wedge

- See page 94 to specify.



Oval

- See page 95 to specify.

	36"W	42"W	48"W	54"W	60"W	66"W	72"W	78"W	84"W	90"W	96"W	120"W	144"W
24"D	●	■	■	■	■	■	■	■	■	■	■		
30"D	■	■	■	■	■	■	■	■	■	■	■	■	
36"D	■	■	■	■	■	■	■	■	■	■	■	■	
48"D			●	●	●	●	●	●	●	●	●	●	
60"D					●	●	●	●	●	●	●	●	

36"D

72"W

42"D

78"W



Arc End

- See page 93 to specify.



U-Shaped

- See page 96 to specify.



90° and 120° Corner

- = Rim on all sides
- = Wire manager on back side; rim on other sides
- See pages 98–99 to specify.



Extended

- See page 97 to specify.

42"W

48"W

54"W

60"W

66"W

72"W

78"W

84"W

90"W

72"W

48"W

24"D

30"D

36"D

72"W

48"W

24"D

30"D

Exhibit G

Space and Design Guide

DS  
Lessor:

DS  
Government:

Undersurface Support

Rails and Legs

IMPORTANT: All dimensions shown below are nominal and have been rounded to the nearest inch. Refer the appropriate pricing pages for actual dimensions.

Statement of Line



**Undersurface Support Rails**  
➤ See page 102 to specify.

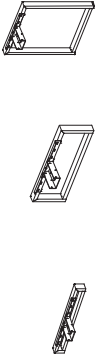
For use with unsupported span of:

36"W	42"W	48"W	54"W	60"W	66"W	72"W	78"W	84"W	90"W	96"W
------	------	------	------	------	------	------	------	------	------	------

1"D										
-----	--	--	--	--	--	--	--	--	--	--

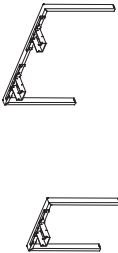
20"W
------

5"D*
------



**End-Support Open-Frame Legs**  
28"H models available in fixed- and adjustable-height (push button on 24"-36"D; screw adjust on 48"-60"D).  
➤ See page 103 to specify.

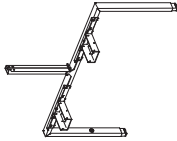
24"D	30"D	36"D	48"D	60"D
5"H				
11"H				
28"H				



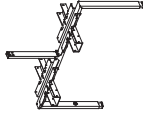
**End-Support U-Legs**  
Available in fixed- and adjustable-height models (push button on 24"-36"D; screw adjust on 48"-60"D).  
➤ See page 104 to specify.



**Mid-Support U-Legs**  
Available in fixed- and adjustable-height models (screw adjust).  
➤ See page 105 to specify.



**Stanchion End-Support U-Legs**  
Available in fixed- and adjustable-height models (screw adjust).  
➤ See page 106 to specify.



**Stanchion Mid-Support U-Legs**  
Available in fixed- and adjustable-height models (screw adjust).  
➤ See page 107 to specify.

24"D	30"D	36"D	48"D	60"D	62"D	50"D	50"D	62"D
28"H						28"H*	28"H*	

\* Leg height

\* Leg height

**Exhibit G**  
**Space and Design Guide**

Lessor:

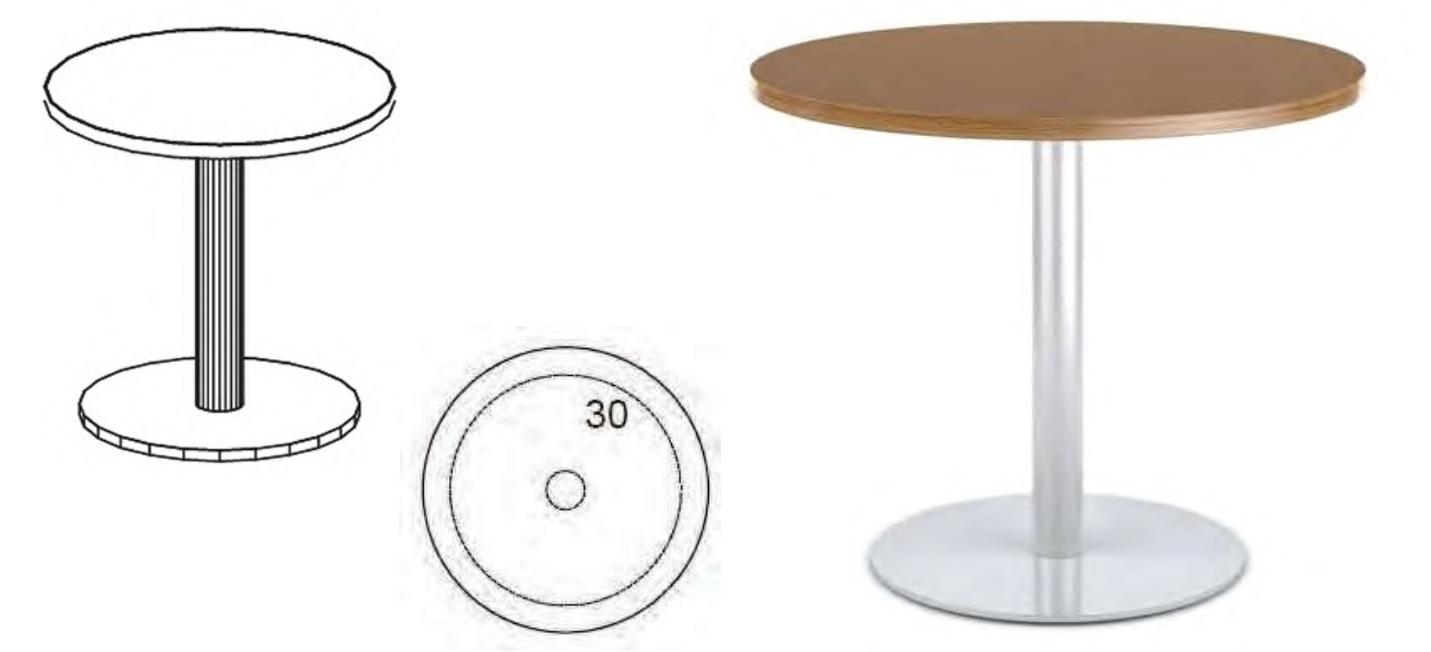
Government:

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CT-1

Collaborative Table, Round, Disc Base

Product Code	CT-1
Product Name	Footprint & Conference Solutions
Manufacturer	Kimball Office
Model Number	<b>Laminate &amp; Painted:</b> SS30TTRNL-P, CBM2428DF2; <b>Laminate &amp; Brushed:</b> SS30TTRNL-P, CBM2428DF2-501; <b>Wood &amp; Painted:</b> KSY74455010, CBM2428DF2; <b>Wood &amp; Brushed:</b> KSY74455010, CBM2428DF2-501
Product Description	
Dimensions	30" dia. Top, 24" dia. Disc Base, 29" high
Lead Times	5 weeks
Unit Price	\$406.74 (Laminate/Paint)    \$473.92 (Laminate/Brushed) \$715.09 (Wood/Painted)    \$782.27 (Wood/Brushed)



Finishes:	See Kimball Office Finish Sheet
Select:	Laminate for laminate top option only
	3mm PVC edge for laminate top option only
	Wood veneer for wood top option only
Exhibit G	Wood Profile <sup>DS</sup> <u>Right for wood top option only</u>
(b) (7) Space and Design Guide	Lessor: <u>DS</u> Government: <u>DS</u>
	Paint on base for non-brushed options only
Preselected:	<u>MV</u> Brushed option is Platinum Metallic (501)

Café Tables, Square, X Base, Seated Height

Product Code	CFT-22
Product Name	Café Tables
Manufacturer	Enwork
Model Number	<b>Laminate &amp; Painted:</b> CR3030-A-N, LXBB; <b>Laminate &amp; Brushed:</b> CR3030-A-N, LXBB-U; <b>Wood &amp; Painted:</b> CR3030-P-N, LXBB; <b>Wood &amp; Brushed:</b> CR3030-P-N, LXBB-U
Product Description	Square Table Top with X Base at Seated Height
Dimensions	30" x 30" Square Top, 24" X Base, 29" high
Lead Times	6 weeks
Unit Price	\$214.39 (Laminate/Paint)    \$345.65 (Laminate/Brushed) \$274.39 (Wood/Painted)    \$405.65 (Wood/Brushed)



Finishes:	See Enwork Finish Sheet
Select:	Laminate for laminate top option only
	3mm PVC edge for laminate top option only
	Wood veneer for wood top option only
Exhibit G	Rim Profile for wood top option only
(b) (7) Space and Design Guide	Paint on base for non-brushed options only
Preselected:	Brushed option is Chrome

CFT-28

Café Tables, Square, X Base, Seated Height

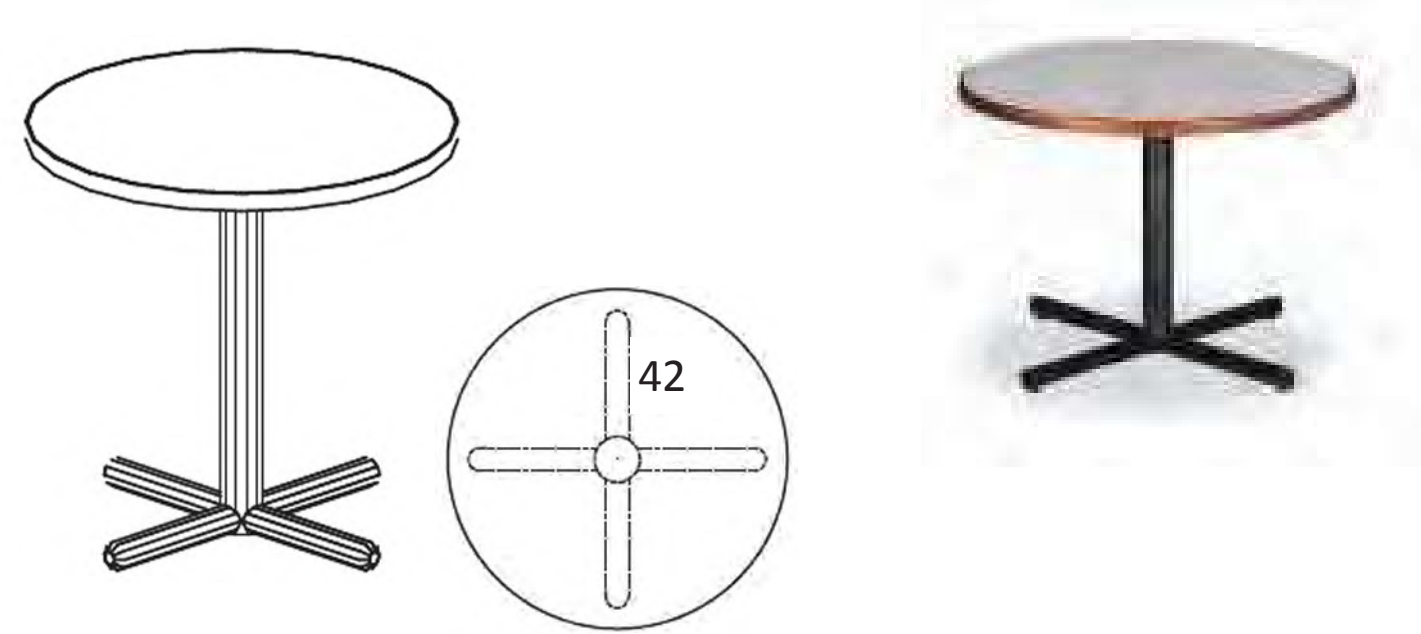
Product Code	CFT-28
Product Name	Café Tables
Manufacturer	Enwork
Model Number	<b>Laminate &amp; Painted:</b> CR3636-A-N, LXBC; <b>Laminate &amp; Brushed:</b> CR3636-A-N, LXBC-U; <b>Wood &amp; Painted:</b> CR3636-P-N, LXBC; <b>Wood &amp; Brushed:</b> CR3636-P-N, LXBC-U
Product Description	Square Table Top with X Base at Seated Height
Dimensions	36" x 36" Square Top, 24" X Base, 29" high
Lead Times	6 weeks
Unit Price	\$256.89 (Laminate/Paint)    \$448.47 (Laminate/Brushed) \$316.90 (Wood/Painted)    \$508.47 (Wood/Brushed)



Finishes:	See Enwork Finish Sheet
Select:	Laminate for laminate top option only
	3mm PVC edge for laminate top option only
	Wood veneer for wood top option only
Exhibit G	Rim Profile for wood top option only
(b) (7) Space and Design Guide	Paint on base for non-brushed options only
Preselected:	Brushed option is Chrome

Collaborative Table, Round, X-Base

Product Code	CT-6
Product Name	Priority & Footprint
Manufacturer	Kimball Office
Model Number	<b>Laminate &amp; Painted:</b> 53K42RDL, TBS3427XP; <b>Laminate &amp; Brushed:</b> 53K42RDL, TBS3427XC; <b>Wood &amp; Painted:</b> 53K42RDW, TBS3427XP; <b>Wood &amp; Brushed:</b> 53K42RDW, TBS3427XC
Product Description	
Dimensions	42" dia. Top, 34" X-Base, 29" high
Lead Times	5 weeks
Unit Price	\$370.10 (Laminate/Paint)    \$472.70 (Laminate/Brushed) \$530.11 (Wood/Painted)    \$611.32 (Wood/Brushed)



Finishes:	See Kimball Office Finish Sheet
Select:	Laminate for laminate top option only
	3mm PVC edge for laminate top option only
	Wood veneer for wood top option only
Exhibit G	Wood Profile <sup>DS</sup> <u>Rich for wood top option only</u>
Space and Design Guide	<sup>DS</sup> <u>Lessors</u> <sup>DS</sup> <u>Government</u>
	Paint on base for non-brushed options only
Preselected:	<sup>DS</sup> <u>Brushed option is Chrome</u>

Worksurfaces

Statement of Line

PRIORITY™  
Progressive

IMPORTANT: All dimensions shown below are nominal and have been rounded to the nearest inch. Refer the appropriate pricing pages for actual dimensions.



Rectangular

- = Rim on 4 sides
- = Wire manager on back side; rim on front and sides
- See pages 90–92 to specify.



Wedge

- See page 94 to specify.



Oval

- See page 95 to specify.

	36"W	42"W	48"W	54"W	60"W	66"W	72"W	78"W	84"W	90"W	96"W	120"W	144"W
24"D	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■		
30"D	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■		
36"D	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■	● ■		
48"D			●	●	●	●	●	●	●	●	●	●	●
60"D					●	●	●	●	●	●	●		●



Arc End

- See page 93 to specify.



U-Shaped

- See page 96 to specify.



90° and 120° Corner

- = Rim on all sides
- = Wire manager on back side; rim on other sides
- See pages 98–99 to specify.



Extended

- See page 97 to specify.

	42"W	48"W	54"W	60"W	66"W	72"W	78"W	84"W	90"W
24"D	●	●	●	●	●	●	●	●	●
30"D	●	●	●	●	●	●	●	●	●
36"D	●	●	●	●	●	●	●	●	●
24"D								● ■	● ■
30"D								● ■	● ■

Exhibit G

Space and Design Guide

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JS

Government:

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[Signature]

Lessor:

DS  
MV

Undersurface Support

Rails and Legs

IMPORTANT: All dimensions shown below are nominal and have been rounded to the nearest inch. Refer the appropriate pricing pages for actual dimensions.



**Undersurface Support Rails**  
➤ See page 102 to specify.

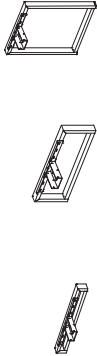
For use with unsupported span of:

1"D	36"W	42"W	48"W	54"W	60"W	66"W	72"W	78"W	84"W	90"W	96"W
-----	------	------	------	------	------	------	------	------	------	------	------

•	•	•	•	•	•	•	•	•	•	•	•
---	---	---	---	---	---	---	---	---	---	---	---

5"D*	20"W
------	------

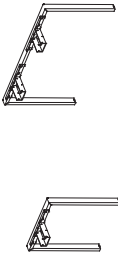
5"H	24"D	30"D	36"D	48"D	60"D
11"H	•	•	•	•	•
28"H	•	•	•	•	•



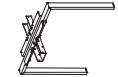
**End-Support Open-Frame Legs**  
28"H models available in fixed- and adjustable-height (push button on 24"-36"D; screw adjust on 48"-60"D).  
➤ See page 103 to specify.



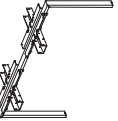
**Return Mounting Bracket**  
➤ See page 102 to specify.



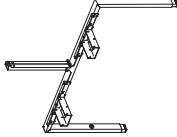
**End-Support U-Legs**  
Available in fixed- and adjustable-height models (push button on 24"-36"D; screw adjust on 48"-60"D).  
➤ See page 104 to specify.



**Mid-Support U-Legs**  
Available in fixed- and adjustable-height models (screw adjust).  
➤ See page 105 to specify.



**Stanchion End-Support U-Legs**  
Available in fixed- and adjustable-height models (screw adjust).  
➤ See page 106 to specify.



**Stanchion Mid-Support U-Legs**  
Available in fixed- and adjustable-height models (screw adjust).  
➤ See page 107 to specify.

28"H	24"D	30"D	36"D	48"D	60"D	62"D	50"D	28"H*	50"D	62"D
•	•	•	•	•	•	•	•	•	•	•

\* Leg height

\* Leg height

Exhibit G

Space and Design Guide

Lessor:

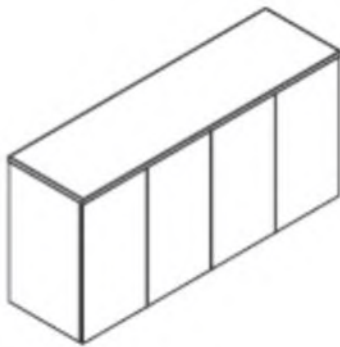
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


Government:

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JS

# CDZ-3 Credenza

Product Code	CDZ-3
Product Name	Conference Solutions
Manufacturer	Kimball Office
Model Number	<b><u>Laminate</u></b> : 72K217236CBDRLL; <b><u>Wood</u></b> : 72K217236CBDRW
Product Description	Four door buffet credenza in laminate or wood.
Dimensions	24"D x 72"W, 36" high
Lead Times	6 weeks
Unit Price	\$2104.97 (Laminate) \$2104.97 (Wood)



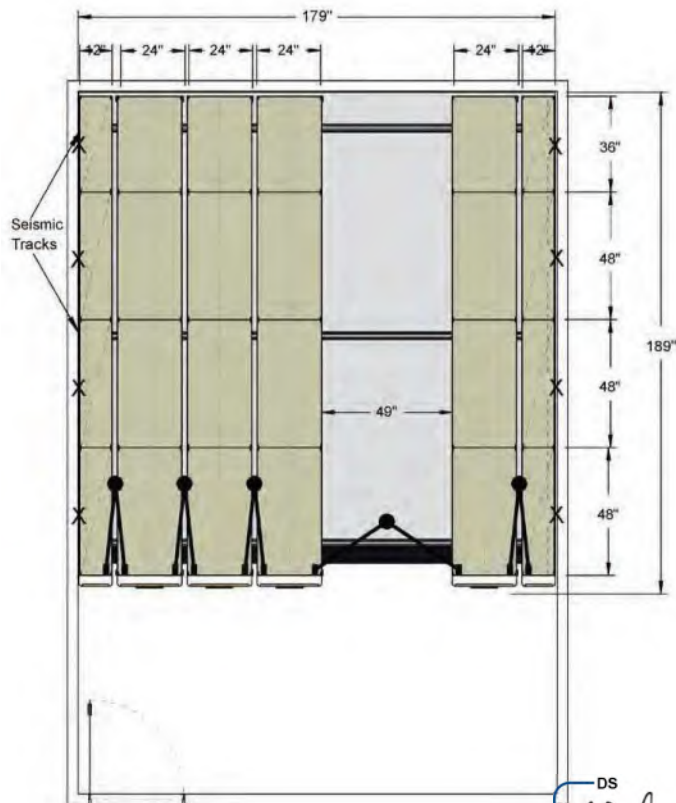
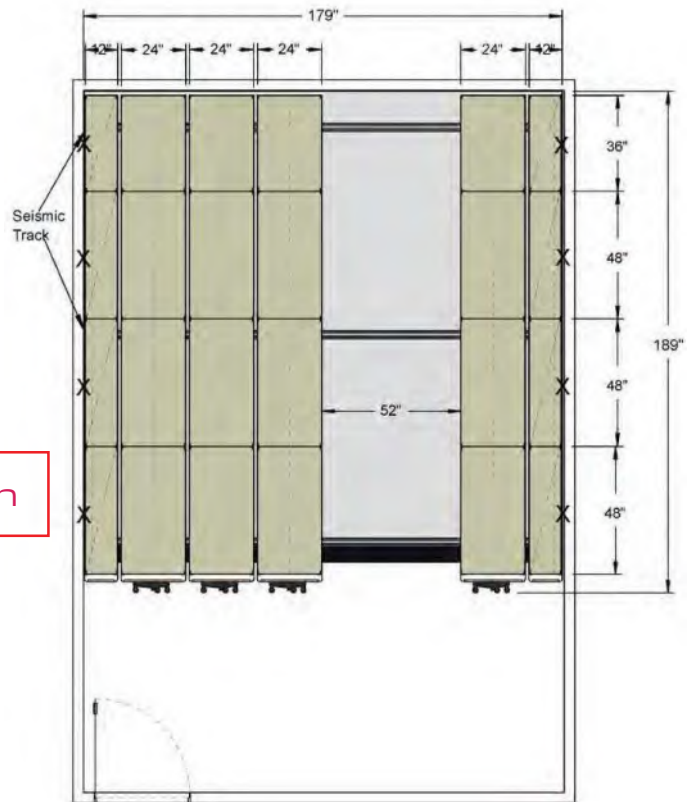
<b>Finishes:</b>	<b>See Kimball Office Finish Sheet</b>
Select:	Laminate for laminate option only
	Wood veneer for wood option only
<b>Exhibit G</b> <b>(b) (7) Space and Design Guide</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <small>DS</small>  Lessor: <u></u> </div> <div style="text-align: center;"> <small>DS</small>  Government: <u></u> </div> </div> <div style="text-align: center; margin-top: 20px;"> <small>DS</small>   </div>

# FIT Functional Area 3

High Density Storage Systems require pricing specific to each design and installation location. Consult Datum Storage Solutions for design specifications and pricing under the FIT program.



HD-1: Mechanical Operation



HD-1: Electrical Operation

Exhibit G  
(b) (7) Space and Design Guide

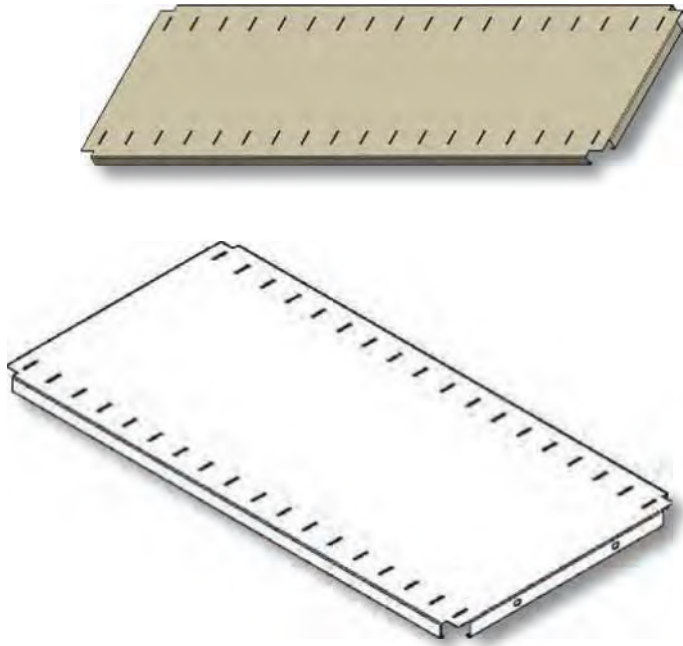
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Code: HD-1



# FIT Functional Area 3



4Post™ Shelving			
Code	Type	Measurements	Unit Price
SH-1	Slotted	30"W X 12"D	8.44
SH-2	Slotted	30"W X 15"D	11.67
SH-3	Slotted	30"W X 24"D	16.57
SH-4	Slotted	30"W X 30"D	22.61
SH-5	Slotted	36"W X 12"D	8.55
SH-6	Slotted	36"W X 15"D	11.78
SH-7	Slotted	36"W X 24"D	16.64
SH-8	Slotted	36"W X 30"D	22.69
SH-9	Slotted	48"W X 12"D	12.39
SH-10	Slotted	48"W X 15"D	16.57
SH-11	Slotted	48"W X 24"D	23.14
SH-12	Slotted	48"W X 30"D	28.84

4Post™ Shelving			
Code	Type	Measurements	Unit Price
SH-13	Unslotted	30"W X 12"D	8.44
SH-14	Unslotted	30"W X 15"D	11.67
SH-15	Unslotted	30"W X 24"D	16.57
SH-16	Unslotted	30"W X 30"D	22.61
SH-17	Unslotted	36"W X 12"D	8.55
SH-18	Unslotted	36"W X 15"D	11.78
SH-19	Unslotted	36"W X 24"D	16.64
SH-20	Unslotted	36"W X 30"D	22.69
SH-21	Unslotted	48"W X 12"D	12.39
SH-22	Unslotted	48"W X 15"D	16.57
SH-23	Unslotted	48"W X 24"D	23.14
SH-24	Unslotted	48"W X 30"D	28.84



\*Shelves require supports and reinforcements rated for specific applications. Consult Datum Storage Solutions.

**Exhibit G**  
**(b) (7) Space and Design Guide**

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**Code: SH**



# FIT Functional Area 3



4Post™ Shelving			
Code	Type	Measurements	Unit Price
CUL-1	Closed Uprights-L	12"D X 86"H	28.46
CUL-2	Closed Uprights-L	12"D X 97"H	36.71
CUL-3	Closed Uprights-L	24"D X 86"H	40.51
CUL-4	Closed Uprights-L	24"D X 97"H	51.38
CUL-5	Closed Uprights-L	15"D X 86"H	31.01
CUL-6	Closed Uprights-L	15"D X 97"H	40.55
CUL-7	Closed Uprights-L	30"D X 86"H	46.02
CUL-8	Closed Uprights-L	30"D X 97"H	58.75



4Post™ Shelving			
Code	Type	Measurements	Unit Price
OU-1	Open Uprights-T	12"D X 86"H	31.84
OU-2	Open Uprights-T	12"D X 97"H	40.20
OU-3	Open Uprights-T	24"D X 86"H	35.64
OU-4	Open Uprights-T	24"D X 97"H	44.99
OU-5	Open Uprights-T	15"D X 86"H	32.68
OU-6	Open Uprights-T	15"D X 97"H	41.65
OU-7	Open Uprights-T	30"D X 86"H	37.70
OU-8	Open Uprights-T	30"D X 97"H	46.93

\*Shelves require supports and reinforcements rated for specific applications. Consult Datum Storage Solutions.

## Exhibit G

(b) (7) Space and Design Guide

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Codes: CUL, OU







**DATUM**  
storage solutions



Exhibit G  
(b) (7) Space and Design Guide

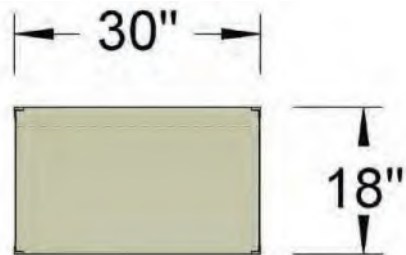
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Industrial Shelving

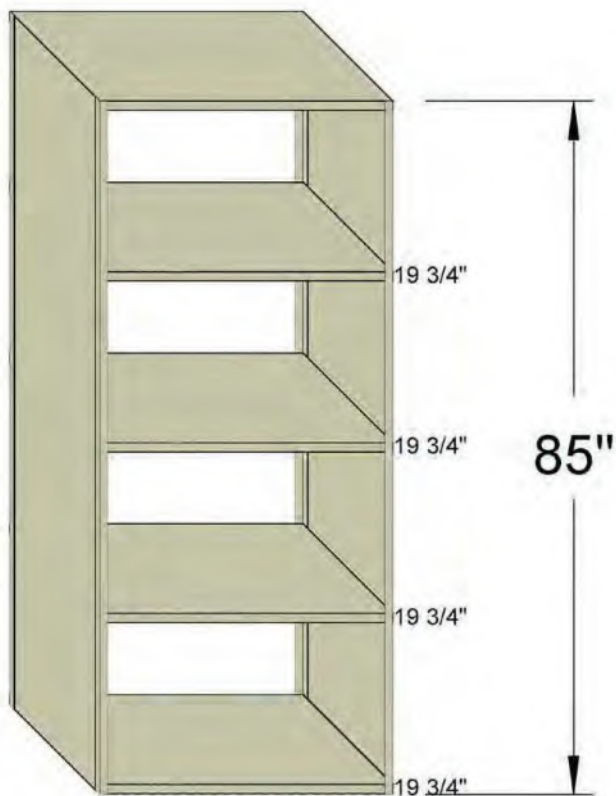
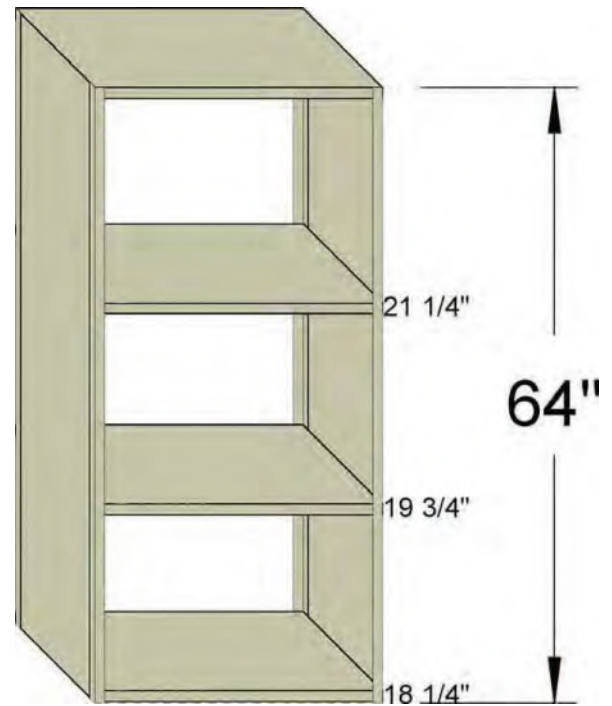
# FIT Functional Area 3

## 4Post™ Industrial Shelving

Code	Type	Measurements	Unit Price
IND-1	Open	30W" X 18"D X 64"H	142.96

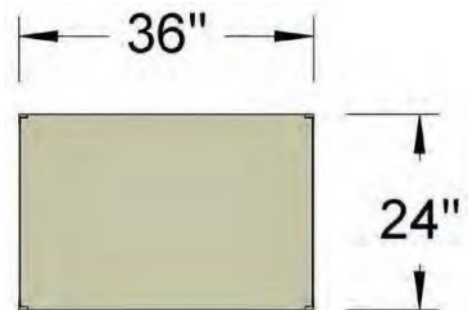


IND-1: shelf measurements



## 4Post™ Industrial Shelving

Code	Type	Measurements	Unit Price
IND-2	Open	36"W X 24"D X 85"H	213.90



IND-2: shelf measurements

Exhibit G

(b) (7) Space and Design Guide

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Code: IND

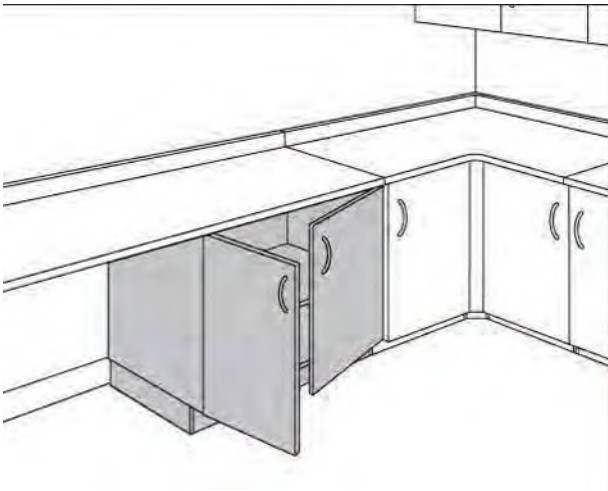


## Open Area Storage

### BC-1 to BC-12

#### Modular Casework Cabinets

Product Code	BC-1 to BC-12
Product Name	Modular Casework Base Cabinet
Manufacturer	Herman Miller Casework
Model Number	Multiple Model Numbers
Product Description	Double Door Cabinet w/Concealed Self-Closing Hinges, Lock
Dimensions	24", 30", 36"W x 24", 30"D x 32", 35"H
Lead Times	6-8 Weeks
Unit Price	\$410.85 - \$516.86



#### Product Photo

Finishes: See Herman Miller Tab

Select:

Paint Finish, Brushed Nickel

# Open Area Storage

## LF-3 to LF-10

### Lateral Files

Product Code	LF-3 to LF-10
Product Name	Tu Laterals
Manufacturer	Herman Miller
Model Number	Multiple Model Numbers
Product Description	2, 3, 4, 5-High Lateral File, w/
Dimensions	19 3/8"D x 30", 36"W
Lead Times	6-8 Weeks
Unit Price	\$196.10 - \$474.05



### Product Photo

Finishes: See Herman Miller Tab	
Select:	
	Paint Finish, W-Pull

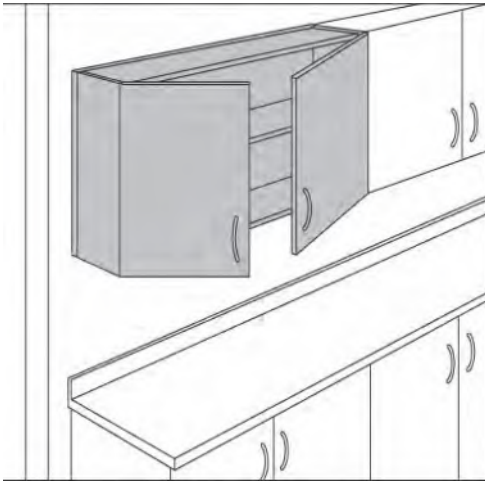
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<sup>DS</sup>MV

## Open Area Storage

### WC-1 to WC-3

#### Modular Casework Cabinets

Product Code	WC-1 to WC-3
Product Name	Modular Casework Wall Cabinet
Manufacturer	Herman Miller Casework
Model Number	Multiple Model Numbers
Product Description	Overhead Double Door Cabinet, w/2-Shelves, Lock
Dimensions	24", 30", 36" W x 17"D x 34"H
Lead Times	6-8 Weeks
Unit Price	\$382.80 - \$417.45



### Product Photo

Finishes: See Herman Miller Tab

Select:

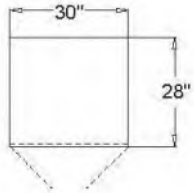
Paint Finish, Brushed Nickel

# Open Area Storage — Modular Casework

## BC-7

### Description

Product Description	Modular Casework Base Cabinet with master lock — 30"W x 28"D x 28-34"H
Product Name	Folio
Manufacturer	Steelcase Health
Model Number	HXBD3028
Dimensions available	30"W x 28"D x 28-34"H
Dimensions as shown	30"W x 28"D x 28-34"H
Standard Lead Times	6 to 8 weeks



Floor Plan

1/4" scale = 1 ft.



Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section	
Finishes as shown	Laminate: Seagull 2883

UNIT PRICE	Contact GSA Contracting for unit price
------------	--

Exhibit G  
(b) (7) Space and Design Guide

Lessor: DS Government: JS

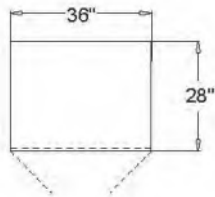
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# Open Area Storage — Modular Casework

## BC-11

### Description

Product Description	Modular Casework Base Cabinet with master lock — 36"W x 28"D x 28-34"H
Product Name	Folio
Manufacturer	Steelcase Health
Model Number	HXBD3628
Dimensions available	36"W x 28"D x 28-34"H
Dimensions as shown	36"W x 28"D x 28-34"H
Standard Lead Times	6 to 8 weeks



**Floor Plan**

1/4" scale = 1 ft.



**Rendering**

FINISHES AVAILABLE - See Steelcase Finishes Section	
Finishes as shown	Laminate: Seagull 2883

UNIT PRICE	Contact GSA Contracting for unit price
------------	--

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Exhibit G  
(b) (7) Space and Design Guide

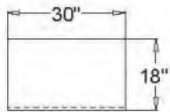
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Lateral Files

**LF-5 and LF-6**

Description

Product Description	Lateral Files with master lock — 3-High, 18"D x 40"H	
Product Name	Universal	
Manufacturer	Steelcase	
Model Number	LF-5 = RLF18303F	LF-6 = RLF18363F
Dimensions available	LF-5 = 18"D x 30"W x 40"H	LF-6 = 18"D x 36"W x 40"H
Dimensions as shown	18"D x 30"W x 40"H (LF-5)	
Standard Lead Times	6 to 8 weeks	



Floor Plan

1/4" scale = 1 ft.



Rendering

FINISHES AVAILABLE - See Steelcase Finishes Section	
Finishes as shown	Laminate: Seagull 2883

UNIT PRICES	Contact GSA Contracting for unit price LF-5 = (30"W) <sup>DS</sup> LF-6 (36"W) <sup>DS</sup>
	Lessor: <u>DS</u> Government: <u>JS</u>

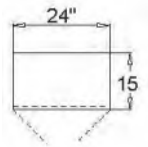
<sup>DS</sup>  
MV

# Open Area Storage — Modular Casework

## WC-1, WC-2 and WC-3

### Description

Product Description	<b>Modular Casework Wall Cabinets with master lock — 15"D x 36"H</b> (available in various widths)	
Product Name	Folio	
Manufacturer	Steelcase Health	
Model Number	Multiple model numbers	
Dimensions available	WC-1 = 24"W x 15"D x 36"H	WC-3 = 36"W x 15"D x 36"H
	WC-2 = 30"W x 15"D x 36"H	
Dimensions as shown	24"W x 15"D x 36"H (WC-1)	
Standard Lead Times	6 to 8 weeks	



**Floor Plan**

1/4" scale = 1 ft.



**Rendering**

FINISHES AVAILABLE - See Steelcase Finishes Section	
Finishes as shown	Laminate: Seagull 2883

UNIT PRICES	Contact GSA Contracting for unit price WC-1 (24"W); WC-2 (30"W); WC-3 (36"W)
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(b) (7)(F)

Washington, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		<b>Number:</b> 3901-001
<b>SUBJECT:</b> Space Standards for International Technology Services Personnel and Automated Data Processing Rooms at Customer Locations	<b>DATE:</b> June 28, 2013	
	<b>OPI:</b> The Office of the Chief Information Officer International Technology Services – Business Services Division, Asset Management Branch	

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## 1. PURPOSE

The purpose of this regulation is to provide general space requirements and guidelines for Automated Data Processing (ADP) rooms and International Technology Services (ITS) personnel located in all customer managed space. Locations with no ITS staff must adhere to the ADP room requirements.

## 2. CANCELLATIONS

- a. This regulation supersedes Departmental Regulation (DR) 3901-001 dated October 27, 2008.

## 3. AUTHORITY/REFERENCES

- a. Departmental Manual (DM) 3510-001, Physical Security Standards for Information Technology (IT) Restricted Space.
- b. DR 1620-002, (b) (7) Space Management Policy.
- c. DR 3902-001, Service Center Technology Modernization Project (SCTMP) Wiring/Cabling Specifications for Service Center Agencies' (SCA) Computer Rooms.

## 4. BACKGROUND

On November 28, 2004, ITS became a separate entity with unique space requirements. As the SCA began to plan for new or renovated space, it became apparent that requirements were needed in order to standardize ITS space across the country. Additionally, it was necessary to incorporate new IT security requirements into all space planning.

## 5. POLICY

The goal of ITS' space management policy is to ensure space is provided that allows ITS employees to efficiently perform their duties, complies with Departmental Regulations and at the same time keeps space costs to a minimum.

## 6. SCOPE

The standards in this notice shall be used for all Office of the Chief Information Officer (OCIO)-ITS space planning. The ADP room standards will be applied to all offices receiving ITS services, including those offices where no ITS staff is co-located. These standards will also apply to all ADP rooms that have been approved for co-location with non-customers. This policy also covers space managed by our customers where ITS is being asked to provide IT infrastructure services to third parties.

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## 7. SQUARE FOOTAGE

- a. General. The standards listed in the following table show the maximum square footage that will be used in any space request. In offices with no ITS staff, the ADP room shall be a minimum of 75 square feet and a maximum of 100 square feet, and the standards in this notice will apply.

### MAXIMUM SQUARE FOOTAGES

TYPE OF SPACE	1 ITS	2-3 ITS	4-6 ITS	7-9 ITS
<b>OFFICE</b> - The same square footage as comparable grade level offices of the customer in the building, not to exceed 150 square feet.	= or <150 SF	Allocated sq. ft. times no. of employees	Allocated sq. ft. times no. of employees	Allocated sq. ft. times no. of employees
<b>ADP ROOM</b> – This room is for ITS and customer information technology equipment. The room shall be large enough to allow three feet for accessibility around all sides of the equipment. If this calculation is more than 100 square feet, contact the ITS Realty Specialist who will forward them to the appropriate Division Director for approval on a case by case basis.	75-100 SF	75-100 SF	75-100 SF	75-100 SF
<b>STORAGE</b> – Storage space cannot be shared with customer nor located within the ADP room.	50 SF	50 SF	100 SF	150 SF
<b>WORK/SETUP AREA</b>	50 SF	50 SF	100 SF	150 SF
<b>Maximum Total Square Footage (not including Shared Space)</b>	325 – 350 SF	175-200 SF plus office space	275-300 SF plus office space	375-400 SF plus office space

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## 8. LAYOUT OF OCIO-ITS SPACE

- a. General. It is preferred that all ITS space is adjoining. Each room or suite shall have four ceiling to floor walls and a lockable door.
- b. ADP Room. The ADP room must be a separate, lockable room used only for telecommunications and computer equipment. No storage of any kind is allowed in this room. The room must be wide enough to allow three feet for accessibility around all sides of the equipment rack or cabinet. Note: If the Group Manager has made the determination that the cabling loop will allow the cabinet to be easily moved to provide the 3' clearance this is acceptable.
- c. General ITS Room/Suite. For safety reasons, the building manager will be issued a key to ITS space. Other than that, only ITS personnel will be issued a key to this space. This space will serve as the ITS employee cubicles/offices, work/setup area and storage.
- d. Space for Managers, ITS Division Directors, Branch Chiefs and Group Managers. At locations where private offices are allocated to Managers, ITS Division Directors, Branch Chiefs and Group Managers will also have a private office with a lockable door. This office may be within or adjacent to the general ITS room.
- e. Private Offices. When a location's existing configuration has non-supervisory personnel occupying private offices, the possibility exists that the non-supervisory employee may have to vacate the office for a supervisor.

## 9. SPECIFICATIONS FOR LARGE OFFICES

Since the requirements of large offices are unique, the requirements will be defined on a case by case basis at the time of a major renovation or solicitation of new space. Large offices must adhere to all USDA security standards.

The square footage of offices for supervisors and top management may be larger than 150 square feet. The size of these offices shall be decided on a case by case basis and will be based on the size of comparable grade level offices at the location, with the goal of staying within Departmental standards.

## 10. SPECIFICATIONS FOR THE ADP ROOM

The specifications listed below shall be included in all space Request for Lease Proposal/Lease (RLP/L) packages. The ADP room shall be renovated to bring it into compliance whenever a new lease is signed, even if the office will remain in the same space, or whenever renovations are made to existing space.

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- a. Doors. The number of entrances to the ADP room will be kept to a minimum as required by local fire code. Every entrance into an ADP room must be a metal clad or solid core, lockable door. A managed process will be utilized to control all access to the room. The process can be electronic or manual (key access, door bell with escort and sign-in, etc.) and the process must be documented. One key or code will be assigned to an individual from each customer group. All computer room doors shall be removed from the master key system of the facility. Exterior doors must have either interior hinges or exterior hinges with non-removable pins.
- b. Windows. There will be NO WINDOWS in the ADP room, even if a portion of the room has exterior walls.
- c. Flooring. The flooring will be anti-static hard surface; no carpet.
- d. Walls. Wall construction will be slab to slab with sound transmission class 40 or better.
- e. Temperature and Humidity. The ADP room shall be cooled at all times. The ambient room temperature shall be maintained between 65° to 78°F (18° to 26°C). The ambient relative humidity levels shall be maintained between 35% and 55%. The temperature and humidity controls shall be managed within the room, including point of contacts for emergency situations. The ADP room shall have access to temperature readings within the space. Air conditioning must be controlled on the weekends as needed to maintain the minimum temperature in the room.
- f. Shared Space. The ADP room shall NOT be designed as a multi-use room. Only ADP and telephone equipment shall be in this room. Mail machines, printers (unless specifically for the ADP equipment), faxes, file cabinets, shared storage, copiers, plotters, etc. shall be located outside the ADP room. ITS storage will NOT be in the ADP room.
- g. Plumbing. Because of the danger of water damage, the ADP room shall not be located in areas where water bearing pipes would be overhead.
- h. Fire Suppressant Systems. A sprinkler system will be installed when local building codes require it. A dry-pipe system is preferred. Sprinkler heads shall be placed so that they are not directly above any equipment. Each ADP room shall be equipped with a clean agent fire extinguisher. An annual inspection must be performed on the fire extinguisher.
- i. Telephone System. The telephone demarcation must be inside the building, not on the exterior. While this is preferred at all sites, it is mandatory in new construction. The building contractor shall attach to one wall a sheet of ¾ inch 4 x 8 plywood, painted with fire retardant paint. This will be the extended demarcation point and for the installation of phone equipment, etc.

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- j. Physical Location. The ADP room should not be located either above, adjacent, or below public areas in multi-story buildings. The ADP room will be located in the interior of the building away from exterior windows, if practical. DM 3510-001 Section 3 (b1 & c1).
- k. Public Areas, Mailrooms and Loading Docks. The ADP room will be located a minimum of 50 feet from public areas, mailrooms and loading docks. DM 3510-001 Section 3 (c6-c8).
- l. Signage. Ensure that all signs identifying the ADP room are removed from public view. Directories or building maps that identify the location of critical or sensitive asset locations shall not be displayed.
- m. Electrical Power. Where possible, the capability of shutting off power to an information system component that may be malfunctioning or threatened without endangering personnel by requiring them to approach the equipment shall be included in new and refurbished ADP rooms.

#### 11. ADP ROOM EQUIPMENT OUTPUTS

Refer to the manufacturer's requirements for all equipment that will be located in the room.

#### 12. ADP ROOM WIRING/CABLING

Cable plant specifications will be provided by the appropriate ITS Division. Please refer to the following links for cabling/wiring guidance: DR 3902-001, SCTMP Wiring/Cabling Specifications for Service Center Agency (SCA) Computer Rooms, <http://www.ocio.usda.gov/directives/doc/DR3902-001.pdf>.

#### 13. EXTERIOR SIGNS

Exterior signs identifying the customer organizations are for the convenience of the public. Since ITS does not directly service the public, there is no requirement for ITS to be identified on these signs.

#### 14. RESPONSIBILITIES

- a. Contracting/Real Property Leasing Officer of the lead agency will:
  - (1) Work closely with the OCIO-ITS Group Manager and OCIO-ITS Realty Specialist to ensure that the appropriate requirements for the space and wiring/cabling are included in all Request for Lease Proposal/Lease packages prior to issuance.
  - (2) Prior to accepting new space or renewing a lease, will provide to the OCIO-ITS Realty Specialist, through the OCIO Group Manager, a dimensioned floor plan that clearly shows the ADP room and OCIO-ITS space.

- (3) Notify the OCIO-ITS Technical Support Division (TSD) Group Manager prior to collocating with third parties when there is a need for the third party to use ITS services so a determination can be made by ITS as to whether the services can be provided.

b. OCIO-ITS-TSD Group Manager will:

- (1) Work closely with customer management to identify offices that may be issuing a new lease or doing renovations.
- (2) Provide the OCIO-ITS Realty Specialist copies of dimensioned floor plans for all offices that are planning to issue a new lease or planning renovations that involves OCIO-ITS.
- (3) Provide the OCIO-ITS Realty Specialist with an ADP Room Checklist for all offices whose ADP rooms are being brought into compliancy with the standards.
- (4) Review the electrical section of the construction drawings to ensure that the location of the phone jacks, data ports and electrical outlets will be accessible once systems furniture is installed.
- (5) Coordinate with customers when services are needed for third party customers.

c. OCIO-ITS Realty Specialist will:

- (1) Work with the OCIO-ITS Group Managers and customer contacts to resolve any issues regarding ITS space and will recommend that an issue be elevated to the State Food and Agriculture Council when consensus can't be reached.
- (2) Work with the Real Property staffs of the SCA and other customers to develop guidance regarding space issues that may involve OCIO-ITS space.
- (3) Approve all floor plans involving ITS personnel or ADP room space before construction begins.

## 15. DEVIATIONS

Requests for deviations from these standards should be sent through the Group Manager to the OCIO-ITS Realty Specialist, who will forward them to the appropriate Division Director for approval on a case by case basis.

## 16. DEFINITIONS

- a. ADP Room. Areas that house telephone and/or computer equipment.
- b. Public Areas. Areas open to all individuals, including visitors. Examples are reception rooms, training rooms, cafeterias/vending areas, and rest rooms.

- c. Shared Space. Space, such as a break room, that is shared by more than one agency within a given office.
- d. Service Center Agencies. Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Rural Development (RD) are collectively referred to as the Service Center Agencies (SCA).

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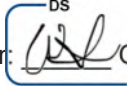
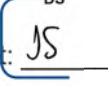

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<b>DEPARTMENTAL REGULATION</b>		<b>Number:</b> 3902-001
<b>SUBJECT:</b> Service Center Technology Modernization Project (SCTMP) Wiring/Cabling Specifications for Service Center Agencies' (SCA) Computer Rooms		<b>DATE:</b> June 30, 2009  <b>OPI:</b> The Office of the Chief Information Officer (OCIO) International Technology Services (ITS) – Infrastructure Definition Division (IDD), Architecture Definition Branch (ADB)

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## 1. PURPOSE

This Regulation provides the wiring and cabling requirements to be incorporated when renovating or constructing new computer rooms for all Service Center Agencies (SCA): Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), the Rural Development (RD) mission area, and the Office of the Chief Information Officer (OCIO) International Technology Services (ITS).

## 2. SPECIAL INSTRUCTIONS/CANCELLATIONS

- a. Effective Date. The Wiring/Cabling Specifications will become effective immediately upon issuance of this Regulation.
- b. Series Replaced. Not applicable.
- c. Directives Rescinded. Not applicable.

## 3. AUTHORITY/REFERENCES

- a. National Communications System (NCS) Federal Telecommunications Recommendation (FTR), FTR1090-1997: Commercial Building Telecommunications Cabling Standard.
- b. American National Standards Institute (ANSI)/Telecommunications Industry Association (TIA)/Electronic Industries Alliance (EIA)-568: Commercial Building Telecommunications Wiring Standard.
- c. ANSI/TIA/EIA-569: Commercial Building Standard for Telecommunications Pathways and Spaces.
- d. ANSI/TIA/EIA-570: Residential and Light Commercial Telecommunications Wiring Standard.
- e. ANSI/TIA/EIA-606: Administration Standard for the Telecommunications Infrastructure of Commercial Buildings.

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- f. ANSI/TIA/EIA-607: Commercial Building Grounding and Bonding Requirements for Telecommunications.
- g. ANSI/TIS/EIA-942: Telecommunications Infrastructure Standard for Data Centers.

#### 4. SCOPE

The specifications in this regulation shall be used for all OCIO-ITS and SCA space planning. The Automated Data Processing (ADP) room standards will be applied to all offices receiving ITS services, including those offices where no ITS staff is co-located.

These specifications define a baseline primarily for SCA field service centers. The requirements for state, regional, national offices and other organizational units may be unique and may require higher performance or additional space and power. Deviations from this baseline will be decided on a case by case basis at the time of a major renovation or solicitation of new space.

#### 5. RESPONSIBILITIES

- a. The Technical Support Division (TSD) Group Manager will:
  - (1) Provide oversight for all ADP room cabling and/or wiring installation.
  - (2) Verify that all required certifications are received.
- b. The Service Center Leasing Agent will:
  - (1) Ensure that the specifications in this Regulation are included in solicitations for offers or lease amendments, as appropriate.
  - (2) Keep all certifications as part of the official lease file.
- c. Clearing and Approving Officials:
  - (1) The TSD Group Manager will approve all final wiring cable plants before installation begins.

d. The Infrastructure Operations Division (IOD) Telecommunications Operations Branch (TOB) will:

- (1) Provide the Group Manager with any needed technical assistance.

6. COMPUTER ROOM PHYSICAL AND SECURITY REQUIREMENTS

Refer to Departmental Regulation (DR) 3901-001, ITS Space Standards for the physical and security requirements for the computer room.

7. COMPUTER ROOM ENVIRONMENTAL REQUIREMENTS

When cable consists of multiple runs, the Lessor shall provide cable trays or J-hooks to insure that the cable does not come into contact with the suspended ceiling.

8. DEDICATED ELECTRICAL CIRCUITS AND OUTLETS FOR ADP EQUIPMENT

- a. Computer Room Circuits. Provide and install dedicated electrical circuits with isolated grounds in the Computer Room. Dedicated circuits must be 110 volt, 20-ampere standard three-prong circuits with true earth ground terminated into orange or other uniquely marked ("computer use only") duplex outlets. Provide and install duplex outlets for each dedicated electrical circuit in the Computer room. Dedicated electrical circuits will be used for the telephone systems. The main electrical panel for the computer/voice (if computer/voice is available) equipment will be properly grounded to meet TIA/EIA and Federal Information Processing Standards (FIPS).
- b. General Office Space Circuits. Provide dedicated electrical circuits with multiple outlets at designated locations throughout the service center with multiple outlets to accommodate the peripheral equipment (i.e. computer workstations, printers).
- c. Electrical Requirements for Uninterruptible Power Supply (UPS) Circuit. Critical servers are required to be connected to the UPS.
- (1) Uninterruptible Power Supply (UPS). Dedicated Circuits will be required for use by UPS.
- (2) Number and Type of Circuits. There will be a minimum of 2 (two) 120 volt, 30 amp minimum with true ground, terminated into a twisting-lock receptacle. Each dedicated circuit must have insulated, isolated earth ground; conduit ground is not acceptable.

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- (3) Receptacle. The receptacle will be a NEMA L5-30R twist-locking receptacle.
- (4) Location of the UPS receptacle. The UPS receptacle will be located in the ADP/Computer room where the Local Area Network (LAN)/Wide Area Network (WAN)/Voice (LWV) cabinet is installed. The receptacle will be located within a maximum of 4.5 feet from the back of the United States Department of Agriculture (USDA) wiring cabinet.

## 9. PLYWOOD

One sheet of  $\frac{3}{4}$  inch 4 x 8 foot plywood shall be vertically mounted on the wall in the Computer Room within 3 feet of an electrical outlet and the wiring cabinet. The backboard should be attached to the wall using correct mounting hardware and procedures. If the wall is sheet-rocked, attach the backboard to the studs. If the wall is concrete, attach the backboard using anchors. The backboard should be painted with fire retardant paint the same color as the interior walls of the building. This will be the extended demarcation point and for the installation of phone equipment.

## 10. TELEPHONE SYSTEM

A telephone demarcation point (D-mark) must be provided on a type 66S block on the backboard for all telephone lines prior to the move date. The telephone system will be moved by (b) (7) to a new office and will be installed by (b) (7) technicians during move-in.

## 11. DISTRIBUTION CLOSETS AND CABLE PATHWAYS

Facilities requiring multiple distribution points within the building or on multiple floors will comply with ANSI/TIA/EIA-569-B standards.

## 12. DATA CABLING/TELECOMMUNICATIONS

- a. General Specifications. All premise data/telecommunications cabling will comply with TIA/EIA-568-B. All new installations will use Category 6 cabling, as specified in TIA/EIA-568-B.2-1, or higher. All cabling will meet local building codes.
- b. Exceptions. Renovations to buildings which currently comply with TIA/EIA-568-A and contain Category 5 cable and terminations may continue to use Category 5 wiring and terminations as specified in TIA/EIA-568-A.

All substantial additions to, or replacements of, existing wiring should comply with the specifications in 12(a) where possible.

NOTE. Category 5 wiring is unsuitable for Ethernet speeds above 100 Mb/sec.

c. Copper Cable Installation.

- (1) Provide, place, terminate and test Cat-6 certified 100-ohm Balanced Twisted Pair cables according to applicable standards.
- (2) Data cable and voice cables shall be terminated with Cat-6 compliant terminations (patch panels, wall outlets, etc.).
- (3) All Balanced Twisted Pair cables shall be terminated using the T568A pin/pair assignments as specified in TIA/EIA-568-B and per FTR 1090-1997.

d. Copper Cable Specification. All cable equipment and materials must be manufactured by facilities that are International Organization for Standardization (ISO) 9001 registered and certified as follows:

- (1) Shall be Cat-6 or Cat-6a rated in accordance with ANSI/TIA/EIA-568-B.
- (2) Shall be four-pair, balanced, 100-Ohm, 24 American Wire Gage (AWG).
- (3) The selected cable must have contiguous, two-foot segment-length markers printed on the cable jacket. The markings must also show cable manufacturer, cable model number or name, cable part number, Cat-6 or Cat-6a designation, a UL or ETL verification designation, a CMP type, and a "tested to 350 MHz" or above designation.
- (4) Shall be tested and certified by the installer to comply with the previous requirements.

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e. Data Fiber Cable Installation.

- (1) Fiber optic cable shall be used for all links in excess of 90 meters and where appropriate. There shall be no 90° bends in any fiber cables with a radius of less than three (3) inches.
- (2) All fiber cable links less than 500 meters shall be 6-strands, multimode optical fiber cable.
- (3) All Optical Fiber, Conductive, Plenum (OFCP) or Optical Fiber Conductive Riser (OFCR) rated fiber cable shall be properly grounded at both ends and may not be installed in the same cable tray or conduit as power cables.
- (4) All ANSI/TIA/EIA-568-B requirements for fiber cable installation, testing, and termination will be observed.
- (5) All strands of each fiber cable shall be terminated at each end of the cable, with either Straight Tip (ST) or Standard Connector (SC) connectors, as appropriate to the related equipment interface connector, and will be conveyed to the selected cable contractor upon request.

FIGURE 1

SC Connector



FIGURE 2

ST Connector



- (6) Supply several sets of fiber patch cords that should not only serve immediate switch connection concerns, but allow for possible switch update connections in the future. The unused fiber patch cables will be kept in reserve at this site, in the event that such switch updates do occur.

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f. Data Fiber Cable Specifications.

- (1) All fiber cable shall be 6-strand, multimode, tight buffered, 50 x 125  $\mu\text{m}$  optical fiber, rated OFCP or OFCR as appropriate, and must be clearly marked as such on the cable sheathing.
- (2) All fiber link cable runs, shall be run within orange, plenum rated inter-duct, and appropriately sized according to the number of fiber runs to be contained.
- (3) Both the fiber cable sheathing and the protective inter-duct shall be colored orange to denote multimode fiber.

- g. Wall Input/Output (I/O) Face Plates for Work Area I/O Connections. Work areas will have a quad or hex outlet plate connector with four or six RJ-45 connectors (see diagram). Extra outlet plate connectors will also be required in some common areas. All drops will be identified and numbered on the office floor plan prior to installation. Each of the four or six connectors will be cabled with 4-pair balanced twisted-pair cable. The data cables will be category 6 as listed in the cable specification block. These cables will be terminated with RJ-45 connectors at the device end. The other end will be punched down on an RJ-45/110-type patch panel in the LWV wiring cabinet. Each quad plate **MUST** be labeled with the work station number (1, 2, etc.) and the A, B, C etc. format. Each connection **MUST** be identified as (1A, 1B, 2A, 2B, etc.) on the corresponding patch panel location.

FIGURE 3

## Quad Plate

Ports A, B, C – Data

Port D – Phone



FIGURE 4

## Hex Plate

Ports A, B, C, D, E – Data

Port F – Phone



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### 13. LAN/WAN/VOICE CABINET

The Government will provide the LAN/WAN/VOICE cabinet, and a cable installation contractor will provide and install the wiring, cabling, and patch panels in the cabinet as specified by the TSD Group Manager. Patch panels will be RJ-45/110 type and appropriately-sized, based upon the number of quad and/or hex outlet plates. A wire service loop that will allow the cabinet to freely move a minimum of six feet in any direction will be installed by the cable installation contractor as part of the cable installation. The RJ-45/110 type patch panel must be mounted in the cabinet in the place designated by the TSD Group Manager.

### 14. COPIES OF RELATED DOCUMENTS

- a. Copies of FTRs. Copies of FTRs are available from:

The National Communications System (NCS), Technology and Standards Division  
(N6)

701 South Court House Road

Arlington, Virginia 22204-2198

Telephone (703) 607-6204

- b. Copies of the specifications and related documents. Copies of the specifications and related documents can be obtained from:

- (1) Global Engineering Documents

15 Inverness Way East

Englewood, Colorado 80112

Telephone (800) 854-7179 or (303) 397-7956

- (2) National Resource for Global Standards, [www.nssn.org](http://www.nssn.org).

### 15. INQUIRIES

Direct all questions concerning this notice to OCIO, ITS, Infrastructure Operations Division (IOD), Telecommunications Operations Branch (TOB).

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## 16. ABBREVIATIONS/DEFINITIONS

ADB	Architecture Definition Branch
ADP	Automated Data Processing
ANSI	American National Standards Institute
EIA	Electronics Industry Association
FIPS	Federal Information Processing Standards
FTR	Federal Telecommunications Recommendations
GWAC	General Services Administration Wiring and Cabling Contract
IDD	Infrastructure Definition Division
IOD	Infrastructure Operations Division
ITS	International Technology Services
LWV	Local Area Network (LAN)/Wide Area Network (WAN)/Voice
NCS	National Communications System
SCA	Service Center Agencies
TIA	Telecommunications Industry Association
TOB	Telecommunications Operation Branch

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"General Decision Number: MO20200045 10/16/2020

Superseded General Decision Number: MO20190045

State: Missouri

Construction Type: Building

County: Jackson County in Missouri.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.80 for calendar year 2020 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.80 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2020. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	01/03/2020
1	02/07/2020
2	02/14/2020
3	04/03/2020
4	05/08/2020
5	05/15/2020
6	06/05/2020
7	07/24/2020
8	09/18/2020
9	09/25/2020
10	10/16/2020

ASBE0027-004 10/01/2019

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 37.00	27.12

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BOIL0083-005 01/01/2017

	Rates	Fringes
BOILERMAKER.....	\$ 36.56	28.11

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BRM00015-006 04/01/2019

	Rates	Fringes
BRICKLAYER.....	\$ 36.04	20.28

CARP0005-016 05/01/2019

	Rates	Fringes
CARPENTER (Including Acoustical Ceiling Installation, Drywall Hanging, Form Work, Metal Stud Installation, Scaffold Building & Batt Insulation).....	\$ 39.58	17.77

ELEC0124-002 08/26/2019

	Rates	Fringes
ELECTRICIAN.....	\$ 40.79	22.92

ENGI0101-018 04/01/2020

	Rates	Fringes
OPERATOR: Crane		
Boom 150 Feet & Over.....	\$ 41.09	20.10
Boom 225 Feet & Over.....	\$ 42.34	20.10
Boom 300 Feet & Over.....	\$ 43.34	20.10
Boom 350 Feet & Over.....	\$ 44.34	20.10
Boom Less Than 150 Feet.....	\$ 39.74	20.10
POWER EQUIPMENT OPERATOR:		
Backhoe/Excavator.....	\$ 38.93	20.10
Bobcat/Skid Loader.....	\$ 38.93	20.10
Forklift.....	\$ 37.59	20.10
Grader/Blade.....	\$ 38.93	20.10
Loader.....	\$ 38.93	20.10
Paver.....	\$ 38.93	20.10
Roller.....	\$ 38.93	20.10

IRON0010-017 04/01/2020

	Rates	Fringes
IRONWORKER, ORNAMENTAL, REINFORCING AND STRUCTURAL.....	\$ 34.00	31.24

LAB00264-001 04/01/2020

	Rates	Fringes
LABORER		
Brick & Cement/Concrete Mason Tender.....	\$ 30.00	17.00
Common or General; Asphalt Shoveler; Pipelayer.....	\$ 29.60	17.00

PAIN0003-001 04/01/2017

	Rates	Fringes
PAINTER		





Brush & Roller.....	\$ 29.34	16.96
Drywall Finishing/Taping....	\$ 30.34	16.96

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PAIN0558-008 04/01/2020

	Rates	Fringes
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GLAZIER.....	\$ 35.70	13.30
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PLAS0518-018 04/01/2020

	Rates	Fringes
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CEMENT MASON/CONCRETE FINISHER...	\$ 32.73	20.25
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PLUM0008-001 06/01/2020

	Rates	Fringes
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PLUMBER, Excludes HVAC Pipe Installation.....	\$ 48.03	22.84
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PLUM0533-005 06/01/2020

	Rates	Fringes
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PIPEFITTER, Includes HVAC Pipe Installation.....	\$ 48.53	22.55
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ROOF0020-001 06/01/2020

	Rates	Fringes
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ROOFER.....	\$ 35.10	19.84
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SFM00314-004 01/01/2017

PORTION OF COUNTY WITHIN A 30 MILE RADIUS OF THE INTERSECTION  
OF PERSHING & BROADWAY IN KANSAS CITY, MO

	Rates	Fringes
--	-------	---------

SPRINKLER FITTER (Fire Sprinklers).....	\$ 36.74	19.92
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SFM00669-005 04/02/2020

REMAINDER OF COUNTY

	Rates	Fringes
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SPRINKLER FITTER (Fire Sprinklers).....	\$ 37.92	22.88
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SHEE0002-027 07/01/2012

	Rates	Fringes
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SHEET METAL WORKER: Includes HVAC Unit Installation (Excludes HVAC Duct Installation).....	\$ 38.39	17.70
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\* TEAM0541-007 04/01/2020




	Rates	Fringes
TRUCK DRIVER, Includes Dump Truck.....	\$ 34.49	15.25
-----		
SUM02010-044 06/14/2010		

	Rates	Fringes
OPERATOR: Hoist.....	\$ 26.02	13.01
PAINTER: Spray.....	\$ 17.78	0.00
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 15.86	2.08
-----		

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example:

DS  


DS  


DS  


PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

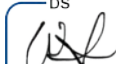
Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

DS  


DS  


DS  


On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

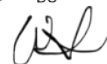
The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION"



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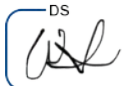
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**GENERAL CLAUSES**  
**(Acquisition of Leasehold Interests in Real Property)**



CATEGORY	CLAUSE NO.	48 CFR REF.	CLAUSE TITLE
GENERAL	1		SUBLETTING AND ASSIGNMENT
	2	552.270-11	SUCCESSORS BOUND
	3	552.270-23	SUBORDINATION, NON-DISTURBANCE AND ATTORNMEN
	4	552.270-24	STATEMENT OF LEASE
	5	552.270-25	SUBSTITUTION OF TENANT AGENCY
	6	552.270-26	NO WAIVER
	7		INTEGRATED AGREEMENT
	8	552.270-28	MUTUALITY OF OBLIGATION
PERFORMANCE	9		DELIVERY AND CONDITION
	10		DEFAULT BY LESSOR
	11	552.270-19	PROGRESSIVE OCCUPANCY
	12		MAINTENANCE OF THE PROPERTY, RIGHT TO INSPECT
	13		FIRE AND CASUALTY DAMAGE
	14		COMPLIANCE WITH APPLICABLE LAW
	15	552.270-12	ALTERATIONS
	16		ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY
PAYMENT	17	552.270-33	SYSTEM FOR AWARD MANAGEMENT - LEASING
	18	52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE
	19	552.270-31	PROMPT PAYMENT
	20	52.232-23	ASSIGNMENT OF CLAIMS
	21		PAYMENT
	22	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER—SYSTEM FOR AWARD MANAGEMENT
STANDARDS OF CONDUCT	23	52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
	24	552.270-32	COVENANT AGAINST CONTINGENT FEES
	25	52-203-7	ANTI-KICKBACK PROCEDURES
	26	52-223-6	DRUG-FREE WORKPLACE
	27	52.203-14	DISPLAY OF HOTLINE POSTER(S)
ADJUSTMENTS	28	552.270-30	PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
	29	52.215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA
	30	552.270-13	PROPOSALS FOR ADJUSTMENT
	31		CHANGES
AUDITS	32	552.215-70	EXAMINATION OF RECORDS BY GSA
	33	52.215-2	AUDIT AND RECORDS—NEGOTIATION

LESSOR:  GOVERNMENT: 



DISPUTES	34	52.233-1	DISPUTES
LABOR STANDARDS	35	52.222-26	EQUAL OPPORTUNITY
	36	52.222-21	PROHIBITION OF SEGREGATED FACILITIES
	37	52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION
	38	52.222-35	EQUAL OPPORTUNITY FOR VETERANS
	39	52.222-36	EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES
	40	52.222-37	EMPLOYMENT REPORTS ON VETERANS
SUBCONTRACTING	41	52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
	42	52.215-12	SUBCONTRACTOR CERTIFIED COST OR PRICING DATA
	43	52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS
	44	52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN
	45	52.219-16	LIQUIDATED DAMAGES—SUBCONTRACTING PLAN
	46	52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST- TIER SUBCONTRACT AWARDS
OTHER	47	52.204-25	PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
	48	52.204-19	INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS

The information collection requirements contained in this solicitation/contract that are not required by regulation have been approved by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

LESSOR:  GOVERNMENT:   


**GENERAL CLAUSES**  
(Acquisition of Leasehold Interests in Real Property)

**1. SUBLETTING AND ASSIGNMENT (JAN 2011)**

The Government may sublet any part of the premises but shall not be relieved from any obligations under this lease by reason of any such subletting. The Government may at any time assign this lease, and be relieved from all obligations to Lessor under this lease excepting only unpaid rent and other liabilities, if any, that have accrued to the date of said assignment. Any subletting or assignment shall be subject to prior written consent of Lessor, which shall not be unreasonably withheld.

**2. 552.270-11 SUCCESSORS BOUND (SEP 1999)**

This lease shall bind, and inure to the benefit of, the parties and their respective heirs, executors, administrators, successors, and assigns.


**3. 552.270-23 SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT (SEP 1999)**

(a) Lessor warrants that it holds such title to or other interest in the premises and other property as is necessary to the Government's access to the premises and full use and enjoyment thereof in accordance with the provisions of this lease. Government agrees, in consideration of the warranties and conditions set forth in this clause, that this lease is subject and subordinate to any and all recorded mortgages, deeds of trust and other liens now or hereafter existing or imposed upon the premises, and to any renewal, modification or extension thereof. It is the intention of the parties that this provision shall be self-operative and that no further instrument shall be required to effect the present or subsequent subordination of this lease. Government agrees, however, within twenty (20) business days next following the Contracting Officer's receipt of a written demand, to execute such instruments as Lessor may reasonably request to evidence further the subordination of this lease to any existing or future mortgage, deed of trust or other security interest pertaining to the premises, and to any water, sewer or access easement necessary or desirable to serve the premises or adjoining property owned in whole or in part by Lessor if such easement does not interfere with the full enjoyment of any right granted the Government under this lease.

(b) No such subordination, to either existing or future mortgages, deeds of trust or other lien or security instrument shall operate to affect adversely any right of the Government under this lease so long as the Government is not in default under this lease. Lessor will include in any future mortgage, deed of trust or other security instrument to which this lease becomes subordinate, or in a separate non-disturbance agreement, a provision to the foregoing effect. Lessor warrants that the holders of all notes or other obligations secured by existing mortgages, deeds of trust or other security instruments have consented to the provisions of this clause, and agrees to provide true copies of all such consents to the Contracting Officer promptly upon demand.

(c) In the event of any sale of the premises or any portion thereof by foreclosure of the lien of any such mortgage, deed of trust or other security instrument, or the giving of a deed in lieu of foreclosure, the Government will be deemed to have attorned to any purchaser, purchasers, transferee or transferees of the premises or any portion thereof and its or their successors and assigns, and any such purchasers and transferees will be deemed to have assumed all obligations of the Lessor under this lease, so as to establish direct privity of estate and contract between Government and such purchasers or transferees, with the same force, effect and relative priority in time and right as if the lease had initially been entered into between such purchasers or transferees and the Government; provided, further, that the Contracting Officer and such purchasers or transferees shall, with reasonable promptness following any such sale or deed delivery in lieu of foreclosure, execute all such revisions to this lease, or other writings, as shall be necessary to document the foregoing relationship.

(d) None of the foregoing provisions may be deemed or construed to imply a waiver of the Government's rights as a sovereign.

LESSOR:  <sup>DS</sup> GOVERNMENT:  <sup>DS</sup>  
 <sup>DS</sup>

**4. 552.270-24 STATEMENT OF LEASE (SEP 1999)**

(a) The Contracting Officer will, within thirty (30) days next following the Contracting Officer's receipt of a joint written request from Lessor and a prospective lender or purchaser of the building, execute and deliver to Lessor a letter stating that the same is issued subject to the conditions stated in this clause and, if such is the case, that (1) the lease is in full force and effect; (2) the date to which the rent and other charges have been paid in advance, if any; and (3) whether any notice of default has been issued.

(b) Letters issued pursuant to this clause are subject to the following conditions:

(1) That they are based solely upon a reasonably diligent review of the Contracting Officer's lease file as of the date of issuance;

(2) That the Government shall not be held liable because of any defect in or condition of the premises or building;

(3) That the Contracting Officer does not warrant or represent that the premises or building comply with applicable Federal, State and local law; and

(4) That the Lessor, and each prospective lender and purchaser are deemed to have constructive notice of such facts as would be ascertainable by reasonable pre-purchase and pre-commitment inspection of the Premises and Building and by inquiry to appropriate Federal, State and local Government officials.

**5. 552.270-25 SUBSTITUTION OF TENANT AGENCY (SEP 1999)**

The Government may, at any time and from time to time, substitute any Government agency or agencies for the Government agency or agencies, if any, named in the lease.

**6. 552.270-26 NO WAIVER (SEP 1999)**

No failure by either party to insist upon the strict performance of any provision of this lease or to exercise any right or remedy consequent upon a breach thereof, and no acceptance of full or partial rent or other performance by either party during the continuance of any such breach shall constitute a waiver of any such breach of such provision.

**7. INTEGRATED AGREEMENT (JUN 2012)**

This Lease, upon execution, contains the entire agreement of the parties and no prior written or oral agreement, express or implied, shall be admissible to contradict the provisions of the Lease. Except as expressly attached to and made a part of the Lease, neither the Request for Lease Proposals nor any pre-award communications by either party shall be incorporated in the Lease.



**8. 552.270-28 MUTUALITY OF OBLIGATION (SEP 1999)**

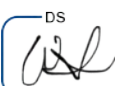
The obligations and covenants of the Lessor, and the Government's obligation to pay rent and other Government obligations and covenants, arising under or related to this Lease, are interdependent. The Government may, upon issuance of and delivery to Lessor of a final decision asserting a claim against Lessor, set off such claim, in whole or in part, as against any payment or payments then or thereafter due the Lessor under this lease. No setoff pursuant to this clause shall constitute a breach by the Government of this lease.

**9. DELIVERY AND CONDITION (JAN 2011)**

(a) Unless the Government elects to have the space occupied in increments, the space must be delivered ready for occupancy as a complete unit.

(b) The Government may elect to accept the Space notwithstanding the Lessor's failure to deliver the Space substantially complete; if the Government so elects, it may reduce the rent payments.

LESSOR:  <sup>DS</sup> GOVERNMENT:  <sup>DS</sup>

 <sup>DS</sup>

**10. DEFAULT BY LESSOR (APR 2012)**

(a) The following conditions shall constitute default by the Lessor, and shall give rise to the following rights and remedies for the Government:

(1) Prior to Acceptance of the Premises. Failure by the Lessor to diligently perform all obligations required for Acceptance of the Space within the times specified, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may terminate the Lease on account of the Lessor's default.

(2) After Acceptance of the Premises. Failure by the Lessor to perform any service, to provide any item, or satisfy any requirement of this Lease, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may perform the service, provide the item, or obtain satisfaction of the requirement by its own employees or contractors. If the Government elects to take such action, the Government may deduct from rental payments its costs incurred in connection with taking the action. Alternatively, the Government may reduce the rent by an amount reasonably calculated to approximate the cost or value of the service not performed, item not provided, or requirement not satisfied, such reduction effective as of the date of the commencement of the default condition.

(3) Grounds for Termination. The Government may terminate the Lease if:

(i) The Lessor's default persists notwithstanding provision of notice and reasonable opportunity to cure by the Government, or

(ii) The Lessor fails to take such actions as are necessary to prevent the recurrence of default conditions,

and such conditions (i) or (ii) substantially impair the safe and healthful occupancy of the Premises, or render the Space unusable for its intended purposes.

(4) Excuse. Failure by the Lessor to timely deliver the Space or perform any service, provide any item, or satisfy any requirement of this Lease shall not be excused if its failure in performance arises from:

(i) Circumstances within the Lessor's control;

(ii) Circumstances about which the Lessor had actual or constructive knowledge prior to the Lease Award Date that could reasonably be expected to affect the Lessor's capability to perform, regardless of the Government's knowledge of such matters;

(iii) The condition of the Property;


(iv) The acts or omissions of the Lessor, its employees, agents or contractors; or

(v) The Lessor's inability to obtain sufficient financial resources to perform its obligations.

(5) The rights and remedies specified in this clause are in addition to any and all remedies to which the Government may be entitled as a matter of law.

**11. 552.270-19 PROGRESSIVE OCCUPANCY (SEP 1999)**

The Government shall have the right to elect to occupy the space in partial increments prior to the substantial completion of the entire leased premises, and the Lessor agrees to schedule its work so as to deliver the space incrementally as elected by the Government. The Government shall pay rent commencing with the first business day following substantial completion of the entire leased premise unless the Government has elected to occupy the leased premises incrementally. In case of incremental occupancy, the Government shall pay rent pro rata upon the first

LESSOR:  GOVERNMENT: 



business day following substantial completion of each incremental unit. Rental payments shall become due on the first workday of the month following the month in which an increment of space is substantially complete, except that should an increment of space be substantially completed after the fifteenth day of the month, the payment due date will be the first workday of the second month following the month in which it was substantially complete. The commencement date of the firm lease term will be a composite determined from all rent commencement dates.

## 12. MAINTENANCE OF THE PROPERTY, RIGHT TO INSPECT (APR 2015)

The Lessor shall maintain the Property, including the building, building systems, and all equipment, fixtures, and appurtenances furnished by the Lessor under this Lease, in good repair and tenantable condition so that they are suitable in appearance and capable of supplying such heat, air conditioning, light, ventilation, safety systems, access and other things to the premises, without reasonably preventable or recurring disruption, as is required for the Government's access to, occupancy, possession, use and enjoyment of the premises as provided in this lease. For the purpose of so maintaining the premises, the Lessor may at reasonable times enter the premises with the approval of the authorized Government representative in charge. Upon request of the Lease Contracting Officer (LCO), the Lessor shall provide written documentation that building systems have been properly maintained, tested, and are operational within manufacturer's warranted operating standards. The Lessor shall maintain the Premises in a safe and healthful condition according to applicable OSHA standards and all other requirements of this Lease, including standards governing indoor air quality, existence of mold and other biological hazards, presence of hazardous materials, etc. The Government shall have the right, at any time after the Lease Award Date and during the term of the Lease, to inspect all areas of the Property to which access is necessary for the purpose of determining the Lessor's compliance with this clause.

## 13. FIRE AND CASUALTY DAMAGE (JUN 2016)

If the building in which the Premises are located is totally destroyed or damaged by fire or other casualty, this Lease shall immediately terminate. If the building in which the Premises are located are only partially destroyed or damaged, so as to render the Premises untenable, or not usable for their intended purpose, the Lessor shall have the option to elect to repair and restore the Premises or terminate the Lease. The Lessor shall be permitted a reasonable amount of time, not to exceed **270 days** from the event of destruction or damage, to repair or restore the Premises, provided that the Lessor submits to the Government a reasonable schedule for repair of the Premises within **60 days** of the event of destruction or damage. If the Lessor fails to timely submit a reasonable schedule for completing the work, the Government may elect to terminate the Lease effective as of the date of the event of destruction or damage. If the Lessor elects to repair or restore the Premises, but fails to repair or restore the Premises within **270 days** from the event of destruction or damage, or fails to diligently pursue such repairs or restoration so as to render timely completion commercially impracticable, the Government may terminate the Lease effective as of the date of the destruction or damage. During the time that the Premises are unoccupied, rent shall be abated. Termination of the Lease by either party under this clause shall not give rise to liability for either party.



Nothing in this lease shall be construed as relieving Lessor from liability for damage to, or destruction of, property of the United States of America caused by the willful or negligent act or omission of Lessor.

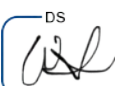
## 14. COMPLIANCE WITH APPLICABLE LAW (JAN 2011)

Lessor shall comply with all Federal, state and local laws applicable to its ownership and leasing of the Property, including, without limitation, laws applicable to the construction, ownership, alteration or operation of all buildings, structures, and facilities located thereon, and obtain all necessary permits, licenses and similar items at its own expense. The Government will comply with all Federal, State and local laws applicable to and enforceable against it as a tenant under this lease, provided that nothing in this Lease shall be construed as a waiver of the sovereign immunity of the Government. This Lease shall be governed by Federal law.

## 15. 552.270-12 ALTERATIONS (SEP 1999)

The Government shall have the right during the existence of this lease to make alterations, attach fixtures, and erect structures or signs in or upon the premises hereby leased, which fixtures, additions or structures so placed in, on, upon, or attached to the said premises shall be and remain the property of the Government and may be removed or otherwise disposed of by the Government. If the lease contemplates that the Government is the sole occupant of the building, for

LESSOR:  GOVERNMENT: 



purposes of this clause, the leased premises include the land on which the building is sited and the building itself. Otherwise, the Government shall have the right to tie into or make any physical connection with any structure located on the property as is reasonably necessary for appropriate utilization of the leased space.

#### 16. ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY (APR 2015)

(a) Ten (10) working days prior to the completion of the Space, the Lessor shall issue written notice to the Government to schedule the inspection of the Space for acceptance. The Government shall accept the Space only if the construction of building shell and TIs conforming to this Lease and the approved DIDs is substantially complete, and a Certificate of Occupancy has been issued as set forth below.

(b) The Space shall be considered substantially complete only if the Space may be used for its intended purpose and completion of remaining work will not unreasonably interfere with the Government's enjoyment of the Space. Acceptance shall be final and binding upon the Government with respect to conformance of the completed TIs to the approved DIDs, with the exception of items identified on a punchlist generated as a result of the inspection, concealed conditions, latent defects, or fraud, but shall not relieve the Lessor of any other Lease requirements.

(c) The Lessor shall provide a valid Certificate of Occupancy, issued by the local jurisdiction, for the intended use of the Government. If the local jurisdiction does not issue Certificates of Occupancy or if the Certificate of Occupancy is not available, the Lessor may satisfy this condition by providing a report prepared by a licensed fire protection engineer that indicates that the Space and Building are compliant with all applicable local codes and ordinances and all fire protection and life safety-related requirements of this Lease to ensure an acceptable level of safety is provided. Under such circumstances, the Government shall only accept the Space without a Certificate of Occupancy if a licensed fire protection engineer determines that the offered space is compliant with all applicable local codes and ordinances and fire protection and life safety-related requirements of this Lease.

#### 17. 552.270-33 SYSTEM FOR AWARD MANAGEMENT – LEASING (FEB 2020)

(a) Definitions. As used in this provision—

“Electronic Funds Transfer (EFT) indicator means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see [subpart 32.11](#)) for the same entity.

“Registered in the System for Award Management (SAM)” means that—

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see [subpart 4.14](#)) into SAM

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in SAM;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

“Unique entity identifier” means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See [www.sam.gov](http://www.sam.gov) for the designated entity for establishing unique entity identifiers.


(b)

(1) An Offeror is required to be registered in SAM prior to award, and shall continue to be registered during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity Identifier” followed by the unique entity identifier that identifies the Offeror's name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at [www.sam.gov](http://www.sam.gov) for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

(1) Company legal business name.

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- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company physical street address, city, state, and Zip Code.
- (4) Company mailing address, city, state and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time should be taken into consideration when registering. Offerors who are not registered in SAM should consider applying for registration immediately upon receipt of this solicitation. See <https://www.sam.gov> for information on registration.

#### 18. 52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (OCT 2018)

*This clause is incorporated by reference.*

#### 19. 552.270-31 PROMPT PAYMENT (JUN 2011)

The Government will make payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or an electronic funds transfer is made. All days referred to in this clause are calendar days, unless otherwise specified.

(a) *Payment due date—*

(1) *Rental payments.* Rent shall be paid monthly in arrears and will be due on the first workday of each month, and only as provided for by the lease.

(i) When the date for commencement of rent falls on the 15th day of the month or earlier, the initial monthly rental payment under this contract shall become due on the first workday of the month following the month in which the commencement of the rent is effective.

(ii) When the date for commencement of rent falls after the 15th day of the month, the initial monthly rental payment under this contract shall become due on the first workday of the second month following the month in which the commencement of the rent is effective.

(2) *Other payments.* The due date for making payments other than rent shall be the later of the following two events:


(i) The 30th day after the designated billing office has received a proper invoice from the Contractor.

(ii) The 30th day after Government acceptance of the work or service. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the Contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(b) *Invoice and inspection requirements for payments other than rent.*

(1) The Contractor shall prepare and submit an invoice to the designated billing office after completion of the work. A proper invoice shall include the following items:

(i) Name and address of the Contractor.

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(ii) Invoice date.

(iii) Lease number.

(iv) Government's order number or other authorization.

(v) Description, price, and quantity of work or services delivered.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the remittance address in the lease or the order).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice.

(2) The Government will inspect and determine the acceptability of the work performed or services delivered within seven days after the receipt of a proper invoice or notification of completion of the work or services unless a different period is specified at the time the order is placed. If actual acceptance occurs later, for the purpose of determining the payment due date and calculation of interest, acceptance will be deemed to occur on the last day of the seven day inspection period. If the work or service is rejected for failure to conform to the technical requirements of the contract, the seven days will be counted beginning with receipt of a new invoice or notification. In either case, the Contractor is not entitled to any payment or interest unless actual acceptance by the Government occurs.

(c) *Interest Penalty.*

(1) An interest penalty shall be paid automatically by the Government, without request from the Contractor, if payment is not made by the due date.

(2) The interest penalty shall be at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) that is in effect on the day after the due date. This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the **Federal Register** semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the payment amount approved by the Government and be compounded in 30-day increments inclusive from the first day after the due date through the payment date.

(3) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the clause at 52.233-1, Disputes, or for more than one year. Interest penalties of less than \$1.00 need not be paid.

(4) Interest penalties are not required on payment delays due to disagreement between the Government and Contractor over the payment amount or other issues involving contract compliance or on amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the clause at 52.233-1, Disputes.



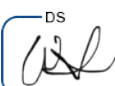
(d) *Overpayments.* If the Lessor becomes aware of a duplicate payment or that the Government has otherwise overpaid on a payment, the Contractor shall—

(1) Return the overpayment amount to the payment office cited in the contract along with a description of the overpayment including the—

(i) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment, liquidation errors, date(s) of overpayment);

(ii) Affected lease number; (iii) Affected lease line item or sub-line item, if applicable; and

(iii) Lessor point of contact.

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- (2) Provide a copy of the remittance and supporting documentation to the Contracting Officer.

## 20. 52.232-23 ASSIGNMENT OF CLAIMS (MAY 2014)

(Applicable to leases over the micro-purchase threshold.)

(a) The Contractor, under the Assignment of Claims Act, as amended, [31 U.S.C. 3727](#), [41 U.S.C. 6305](#) (hereafter referred to as "the Act"), may assign its rights to be paid amounts due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency. The assignee under such an assignment may thereafter further assign or reassign its right under the original assignment to any type of financing institution described in the preceding sentence.

(b) Any assignment or reassignment authorized under the Act and this clause shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party, except that an assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in the financing of this contract.

(c) The Contractor shall not furnish or disclose to any assignee under this contract any classified document (including this contract) or information related to work under this contract until the Contracting Officer authorizes such action in writing.

## 21. PAYMENT (MAY 2011)

(a) When space is offered and accepted, the amount of American National Standards Institute/Building Owners and Managers Association Office Area (ABOA) square footage delivered will be confirmed by:

(1) The Government's measurement of plans submitted by the successful Offeror as approved by the Government, and an inspection of the space to verify that the delivered space is in conformance with such plans or

(2) A mutual on-site measurement of the space, if the Contracting Officer determines that it is necessary.

(b) Payment will not be made for space which is in excess of the amount of ABOA square footage stated in the lease.

(c) If it is determined that the amount of ABOA square footage actually delivered is less than the amount agreed to in the lease, the lease will be modified to reflect the amount of ABOA space delivered and the annual rental will be adjusted as follows:

ABOA square feet not delivered multiplied by one plus the common area factor (CAF), multiplied by the rate per rentable square foot (RSF). That is:  $(1+CAF) \times \text{Rate per RSF} = \text{Reduction in Annual Rent}$

## 22. 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER—SYSTEM FOR AWARD MANAGEMENT (OCT 2018)

*This clause is incorporated by reference.*

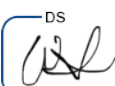
## 23. 52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (JUN 2020)

(Applicable to leases over \$5.5 million total contract value and performance period is 120 days or more.)

*This clause is incorporated by reference.*

## 24. 552.270-32 COVENANT AGAINST CONTINGENT FEES (JUN 2011)

(Applicable to leases over the Simplified Lease Acquisition Threshold.)

LESSOR:  GOVERNMENT:   


(a) The Contractor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of the contingent fee.

(b) *Bona fide agency*, as used in this clause, means an established commercial or selling agency (including licensed real estate agents or brokers), maintained by a Contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

(1) *Bona fide employee*, as used in this clause, means a person, employed by a Contractor and subject to the Contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

(2) *Contingent fee*, as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

(3) *Improper influence*, as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

**25. 52.203-7 ANTI-KICKBACK PROCEDURES (JUN 2020)**

(Applicable to leases over the Simplified Lease Acquisition Threshold.)

*This clause is incorporated by reference.*

**26. 52.223-6 DRUG-FREE WORKPLACE (MAY 2001)**

(Applicable to leases over the Simplified Lease Acquisition Threshold, as well as to leases of any value awarded to an individual.)

*This clause is incorporated by reference.*

**27. 52.203-14 DISPLAY OF HOTLINE POSTER(S) (JUN 2020)**

(Applicable to leases over \$5.5 Million total contract value and performance period is 120 days or more.)

(a) *Definition.*

*United States*, as used in this clause, means the 50 States, the District of Columbia, and outlying areas.

(b) *Display of fraud hotline poster(s).* Except as provided in paragraph (c)—

(1) During contract performance in the United States, the Contractor shall prominently display in common work areas within business segments performing work under this contract and at contract work sites—

(i) Any agency fraud hotline poster or Department of Homeland Security (DHS) fraud hotline poster identified in paragraph (b)(3) of this clause; and

(ii) Any DHS fraud hotline poster subsequently identified by the Contracting Officer.

(2) Additionally, if the Contractor maintains a company website as a method of providing information to employees, the Contractor shall display an electronic version of the poster(s) at the website.

(3) Any required posters may be obtained as follows:

LESSOR:  GOVERNMENT:   


<b>Poster(s)</b>	<b>Obtain from</b>

(Contracting Officer shall insert—

(i) Appropriate agency name(s) and/or title of applicable Department of Homeland Security fraud hotline poster); and

(ii) The website(s) or other contact information for obtaining the poster(s).)

(c) If the Contractor has implemented a business ethics and conduct awareness program, including a reporting mechanism, such as a hotline poster, then the Contractor need not display any agency fraud hotline posters as required in paragraph (b) of this clause, other than any required DHS posters.

(d) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (d), in all subcontracts that exceed the threshold specified in Federal Acquisition Regulation [3.1004](#)(b)(1) on the date of subcontract award, except when the subcontract—

(1) Is for the acquisition of a commercial item; or

(2) Is performed entirely outside the United States.

## **28. 552.270-30 PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JUN 2011)**

(Applicable to leases over the Simplified Lease Acquisition Threshold.)


(a) If the head of the contracting activity (HCA) or his or her designee determines that there was a violation of subsection 27(a) of the Office of Federal Procurement Policy Act, as amended (41 U.S.C. 423), as implemented in the Federal Acquisition Regulation, the Government, at its election, may—

(1) Reduce the monthly rental under this lease by five percent of the amount of the rental for each month of the remaining term of the lease, including any option periods, and recover five percent of the rental already paid;

(2) Reduce payments for alterations not included in monthly rental payments by five percent of the amount of the alterations agreement; or

(3) Reduce the payments for violations by a Lessor's subcontractor by an amount not to exceed the amount of profit or fee reflected in the subcontract at the time the subcontract was placed.

(b) Prior to making a determination as set forth above, the HCA or designee shall provide to the Lessor a written notice of the action being considered and the basis thereof. The Lessor shall have a period determined by the agency head or designee, but not less than 30 calendar days after receipt of such notice, to submit in person, in writing, or through a representative, information and argument in opposition to the proposed reduction. The agency head or designee may, upon good cause shown, determine to deduct less than the above amounts from payments.

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(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law or under this lease.

**29. 52.215-10 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA (AUG 2011)**

(Applicable when cost or pricing data are required for work or services over \$750,000.)  
*This clause is incorporated by reference.*

**30. 552.270-13 PROPOSALS FOR ADJUSTMENT (OCT 2016)**

*This clause is incorporated by reference.*

**31. CHANGES (MAR 2013)**

(a) The LCO may at any time, by written order, direct changes to the Tenant Improvements within the Space, Building Security Requirements, or the services required under the Lease.

(b) If any such change causes an increase or decrease in Lessor's costs or time required for performance of its obligations under this Lease, whether or not changed by the order, the Lessor shall be entitled to an amendment to the Lease providing for one or more of the following:

- (1) An adjustment of the delivery date;
- (2) An equitable adjustment in the rental rate;
- (3) A lump sum equitable adjustment; or
- (4) A change to the operating cost base, if applicable.

(c) The Lessor shall assert its right to an amendment under this clause within 30 days from the date of receipt of the change order and shall submit a proposal for adjustment. Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, the pendency of an adjustment or existence of a dispute shall not excuse the Lessor from proceeding with the change as directed.

(d) Absent a written change order from the LCO, or from a Government official to whom the LCO has explicitly and in writing delegated the authority to direct changes, the Government shall not be liable to Lessor under this clause.

**32. 552.215-70 EXAMINATION OF RECORDS BY GSA (JUL 2016)**

*This clause is incorporated by reference.*

**33. 52.215-2 AUDIT AND RECORDS—NEGOTIATION (JUN 2020)**

(Applicable to leases over the Simplified Lease Acquisition Threshold.)  
*This clause is incorporated by reference.*

**34. 52.233-1 DISPUTES (MAY 2014)**



*This clause is incorporated by reference.*

**35. 52.222-26 EQUAL OPPORTUNITY (SEP 2016)**

*This clause is incorporated by reference.*

**36. 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (APR 2015)**

*This clause is incorporated by reference.*

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**37. 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (MAY 2020)**

(Applicable to leases exceeding the micro-purchase threshold.)  
*This clause is incorporated by reference.*

**38. 52.222-35 EQUAL OPPORTUNITY FOR VETERANS (JUN 2020)**

(Applicable to leases \$150,000 or more, total contract value.)

(a) *Definitions.* As used in this clause-

“Active duty wartime or campaign badge veteran,” “Armed Forces service medal veteran,” “disabled veteran,” “protected veteran,” “qualified disabled veteran,” and “recently separated veteran” have the meanings given at Federal Acquisition Regulation (FAR) [22.1301](#).

(b) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-300.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified protected veterans, and requires affirmative action by the Contractor to employ and advance in employment qualified protected veterans.

(c) Subcontracts. The Contractor shall insert the terms of this clause in subcontracts valued at or above the threshold specified in FAR [22.1303](#)(a) on the date of subcontract award, unless exempted by rules, regulations, or orders of the Secretary of Labor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

**39. 52.222-36 EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES (JUN 2020)**

(Applicable to leases over \$15,000 total contract value.)

(a) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-741.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by the Contractor to employ and advance in employment qualified individuals with disabilities.

(b) Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order in excess of the threshold specified in Federal Acquisition Regulation (FAR) [22.1408](#)(a) on the date of subcontract award, unless exempted by rules, regulations, or orders of the Secretary, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs of the U.S. Department of Labor, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

**40. 52.222-37 EMPLOYMENT REPORTS ON VETERANS (JUN 2020)**

(Applicable to leases \$150,000 or more, total contract value.)  
*This clause is incorporated by reference.*

**41. 52.209-6 PROTECTING THE GOVERNMENT’S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (JUN 2020)**

leases over \$35,000 total contract value.)



(Applicable to

*This clause is incorporated by reference.*

**42. 52.215-12 SUBCONTRACTOR CERTIFIED COST OR PRICING DATA (JUN 2020)**

(Applicable if over \$750,000 total contract value.)

*This clause is incorporated by reference.*

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**43. 52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (OCT 2018)**

(Applicable to leases over the Simplified Lease Acquisition Threshold.)  
*This clause is incorporated by reference.*

**44. 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JUN 2020) ALTERNATE III ( JUN 2020)**

(Applicable to leases over \$750,000 total contract value.)  
*This clause is incorporated by reference.*

**45. 52.219-16 LIQUIDATED DAMAGES—SUBCONTRACTING PLAN (JAN 1999)**

(Applicable to leases over \$750,000 total contract value.)  
*This clause is incorporated by reference.*

**46. 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JUN 2020)**

(Applicable if over \$30,000 total contract value.)  
*This clause is incorporated by reference.*

**47. 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)**

(a) *Definitions.* As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

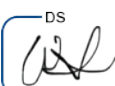
(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

LESSOR:  GOVERNMENT:   


(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

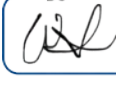
*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.* (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#).

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

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(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement. (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause


(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

**48. 52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS (DEC 2014).**

*This clause is incorporated by reference.*

LESSOR:  GOVERNMENT:   


<b>Foreign Ownership and Financing Representation (Acquisitions of Leasehold Interests in Real Property)</b>	Request for Lease Proposals Number 6MO0146	Dated  03/25/2019
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*Complete appropriate boxes, sign the form, and return to LCO.*

*The Offeror makes the following additional Representations. NOTE: The "Offeror," as used on this form, is the owner of the property offered, not an individual or agent representing the owner.*

#### **FOREIGN OWNERSHIP AND FINANCING (APR 2018)**

(a) Offeror represents that the ownership of the offered Building

☐ has a foreign person, foreign-owned entity, or foreign government involved in the ownership structure.

If checked, enter country: \_\_\_\_\_


☒ does not have a foreign person, foreign-owned entity, or foreign government involved in the ownership structure



(b) Offeror represents that the financing of the offered Premises, including, but not limited to, construction and permanent loans:

☐ has a foreign person, foreign-owned entity, or foreign government involved in the financing structure

If checked, enter country: \_\_\_\_\_

☒ does not have a foreign person, foreign-owned entity, or foreign government involved in the financing structure.

OFFEROR OR LEGALLY AUTHORIZED REPRESENTATIVE   Member-Managers	NAME, ADDRESS (INCLUDING ZIP CODE)  HPI/GSA-3C, LLC 401 N Tryon St, FI 10 Charlotte, NC 28202-2101  <div style="background-color: black; color: red; padding: 2px;">(b) (7)(F)</div>	TELEPHONE NUMBER         12/4/2020 Date
Signatures		

INITIALS:  &   
LESSOR GOVERNMENT  
